

Section I Introduction

A. Project Overview

The Shasta County Main Library in Redding, California, is a 26,000 square foot facility located at 1855 Shasta Street, on the northwest edge of the older downtown core. Built in 1962 and expanded in 1975, the building no longer meets the community's library service needs. The Community Needs Assessment conducted in 2001 identified significant deficiencies in almost every service parameter used to measure public library performance. A new, expanded library facility is required to provide the space and services needed by the residents of Redding and the entire Shasta County area as identified in the library plan of service.

By the year 2020, Shasta County's population is expected to reach a population of 231,000 residents and Redding's population will grow to 113,500. As the flagship service outlet and headquarters facility for the County Library system, the Redding Main Library needs to serve not only the city of Redding but also support numerous county-wide services and support. The Community Needs Assessment determined that a new facility of approximately 55,000 square feet on two levels is needed for this facility to fulfill the Library's dual roles.

The site of the new library will be adjacent to Redding's new City Hall, along Parkview Avenue, immediately to the west of City Hall. Construction of the library will contribute significantly to the creation of a civic center "campus" in this area.

Since 1998, Shasta County, the City of Redding and a citizen's advocacy group, New Library Now!, have worked together to plan a new main library. The City of Redding has donated land on which to build the facility, in the Civic Center area, adjacent to the new City Hall, to recreation and playing fields and the Parkview District Redevelopment Area. The City and County have designated matching funds to engage the services of library planners and architects to perform a needs assessment, prepare a building program, develop a conceptual design and prepare a Library Construction Bond Program grant application. County, City and New Library Now! representatives are working with a consulting team to explore options for an alternative governance structure for the Library to ensure its fiscal security. The City and County have also earmarked funds to augment the Library's operating budget once the new main library facility is constructed.

The proposed library will provide the following:

- Shelving to house up to 255,375 books and audiovisual items
- 262 reader and study seats
- 72 public access computers, 20 in a technology training center
- A community meeting room that can accommodate up to 120 people
- Children's storytelling space for up to 40 children and their parents
- 165 parking spaces (3 spaces per 1,000 square feet of building)
- Dedicated spaces for teens, group study, literacy learning

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B. Project Time Schedule

6/01 - 6/02	Programming & Preliminary Design
3/28/03	Submit Grant Application for Bond Funds
9/03	Grant Award Notification
9/03 - 1/04	Schematic Design
1/04 - 4/04	Design Development
5/04 - 11/04	Construction Documents
11/04 - 1/05	Bid & Award of Contract
1/05 - 4/06	Construction
5/06	Grand Opening

C. Building Program Role in Architectural Design Process

The program is intended to serve as the architectural design team's guide to the facility's functional, operational, and environmental requirements as well as its spatial relationships and contents. This program implements the services called for in the Community Needs Assessment and Library Plan of Service. It describes each space within the building and calls out special needs. Overall building needs and characteristics are also outlined and lists of furniture, shelving and equipment are included. The City and Library will use the program to communicate the facility's needs to the architects, engineers and other consultants involved in the library's design. Over the course of the design phase, the City and Library will amend and update the original program as needed to reflect any shifts in content or policy that emerge.

D. Building Team Members and Their Roles

1 Client/Owner: City of Redding and County of Shasta

In a cooperative effort, the County of Shasta and the City of Redding are working towards improving library service in the community through constructing a new main library. Both the City of Redding and the County of Shasta have retained the design team and are actively involved in the design process. When constructed, the County of Shasta will own and maintain the new facility, while the City of Redding will continue to provide financial support for operations. City and County representatives will participate on the project committee, to represent their interests and to direct the design team, and later the contractor, in their work. Designated City and County staff must approve each phase of the design prior to initiation of each subsequent phase.

Library staff appointed by the County Librarian will participate on the project committee, to represent the Library's interests and to advise the design team, and later the contractor, in their work.

2 New Library Now!

New Library Now! is the community advocacy organization that has been instrumental in raising the private matching funds required to meet the requirements of the Library

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Construction Bond Program regulations. Representatives of this group participate on the project planning committee, speaking on behalf of the community and informing the community of project progress. The group is engaged in an active fundraising campaign to raise \$8,000,000 both to meet the local matching funds requirement and to furnish and equip the facility.

3 Architect

The project architect will design the new library to meet the program, on the site selected by the City. Architectural plans, elevations, sections, renderings, specifications and other elements required for the construction of the building will be prepared. Cost estimates for the project, both hard and soft costs, will be developed at each stage of design.

4 Library Building Consultant

The library building consultant will work with the City and the Library to establish the service population need for library services and prepare a building program to meet those needs. Once the program has been completed, the consultant advises the architect on the intent of the program, participates in design discussions and reviews the architectural plans for compliance with the program.

5 Engineering Consultants

Civil, electrical and mechanical engineering firms will be hired by the architect to provide technical assistance in the design of the library. These consultants may serve on the building team in a secondary capacity.

6 Interior Designer

The architect will also engage the services of an interior design consultant to assist in the design, selection and layout of the building's furnishings and equipment as well as the selection of the building's interior finishes.

Section II General Design Considerations

A. Basic Concepts

The Redding Main Library must be open and welcoming to all segments of the community. It needs to be a place that all Shasta County residents are comfortable using, a place people of all ages are drawn to and stay to enjoy the comfortable ambience. It needs to be zoned to allow simultaneous use by different types of users with different levels of activity and different expectations. It should offer a quiet haven for individual users and, at the same time, it should accommodate small groups of children or youth as well as adults who need to talk and work together.

The design of the library building needs to reflect the community's aesthetic and cultural values and should be consistent with its Civic Center setting. The facility should be designed to be environmentally self-sustaining. It must be both functional and architecturally sound, a destination point for community members of all ages and cultures, a place that people are drawn to, to linger and to browse. The facility must incorporate sustainable building materials in every aspect of the design.

Electronic technology will be a prominent feature of the facility. The design needs to incorporate computer workstations and other electronic devices comfortably throughout all spaces, both public and staff. Spaces throughout the building should be designed and materials selected to be "wireless friendly," to support future use of wireless and handheld devices linked to the Library's network.

A flexible and modular design is a key element for both public and staff spaces. The library building must be designed to accommodate the collections, furniture and equipment in current demand as well as the collections and equipment of the future. Its space and layout must support the increasing amount of use anticipated over the next twenty years and beyond.

B. Exterior and Site Issues

1. Approach and public entrance to the building. The building's exterior must be clearly recognizable from all directions as a library. The public entrance and lobby must be designed to prevent cold drafts from intruding into the occupied spaces of the building. The interior of the library should be visible to those passing by and act as a magnet to draw visitors into the building. Walk-off mats should be installed in the lobby to facilitate the removal of dirt and debris from visitors' feet prior to their entrance into the main public space of the building.

2. Delivery and staff entrance. The Staff/Delivery Entrance needs to be adjacent to the receiving and deliveries area, well lighted and directly accessible from parking allocated for the use of library staff.

3. Exterior signage. A highly-visible, large-scale exterior sign with the name of the library needs to be located prominently outside the building, in keeping with the building's design and clearly visible to passersby both day and night. In addition, an exterior service hours sign is required that is easily changeable by library staff and easily readable by those approaching the building by vehicle (people should not be required to get out of their cars to see whether or not the Library is open). It is also recommended that the Library's Web address/URL be prominently displayed on the exterior of the building, to be visible from the street.

4. Exterior water and power access. Provide weather- and tamper-proof water and electrical power outlets on all major exterior sides of the building, including several outlets adjacent to the building's public and staff entrances, to facilitate maintenance and to support outdoor events sponsored by the library and the community. Provide recessed, locking hose bibs for the exterior of the building.

5. Landscaping and outdoor reading areas. Provide low-maintenance, drought-tolerant/resistant plantings for the exterior, sloped away from the building. Avoid massed plantings or severe gradients that block windows or sight lines or that may become hiding areas. Integrate landscaping with the parking lot, walkways and traffic lanes. An underground sprinkler system with a computer-controlled timer is required.

Link the building's interior spaces to the site and to adjacent trees and landscaping through windows at grade and/or at the clerestory level. Outdoor reading patios are highly desirable for both adults and children, located within the library's security point. People may be allowed to eat and drink in the patio space.

6. Lighting. In the parking area, provide 0.2 foot minimum, measured horizontally at pavement level, and no more than a 20-to-1 maximum-to-minimum ratio. In pedestrian areas, light any steps, ramps, paths or doorways to ensure safety. Light sources should be high-

density discharge, metal halide lamps, designed with vandal shields and controlled by photocells interfaced with the building's lighting control system. Exterior lighting needs to comply with any pertinent local ordinances but not specified to be excessively bright, disturbing neighbors and contributing to night sky pollution.

7. Maintenance. Exterior building finishes must be durable, and not require frequent painting or staining. Finishes such as high quality masonry or stucco are preferable to wood. Vandal resistant finishes are essential. Application of a graffiti retardant coating to all appropriate exterior surfaces from grade to a height of at least 12 feet is highly desirable, as is the incorporation of features that deter skateboarding.

8. Materials return drops. The Library needs two sets of return slots at the public entrance for use by patrons who are returning books and AV materials, each with three return slots, placed horizontally at the appropriate height for drop-off. One set of return slots must be located along a main exterior path of travel, accessible 24 hours per day. A drive-through return that allows drop-off of materials on the driver's side of the vehicle is desirable, if this feature is feasible within the building design.

The other set of slots should be within the building, in the Lobby or the Circulation Desk area. Library staff must be able to clear the drops from inside the Library building. It is essential that both sets of return slots empty directly into the Sorting & Returns Area. These return drops must be within a code-compliant enclosure that meets local codes and ordinances and is impervious to vandalism.

9. Parking and vehicular access.

Bicycle parking. Provide bicycle parking for up to twenty bicycles outside the public entrance. Ensure that the racks are visible from the lobby and are designed to meet current security standards for bicycles.

Automobile parking. Provide approximately 165 parking spaces for Library visitors(3:1,000 gross square feet of building). There must be an adequate number of properly located and marked disabled access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements. Parking designated for Library staff needs to be located adjacent to the Staff/Deliveries entrance.

Service vehicles. Provide six parking spaces adjacent to the delivery entrance and loading area for Library system vehicles and other service vehicles. Ensure that deliveries can be loaded and unloaded on a level so that delivery personnel do not need to carry or lift shipments up or down stairs or steps.

Parking traffic patterns. Design the parking lot with clear entrance and exit patterns to avoid vehicular traffic congestion. Include several short-term parking spaces adjacent to the exterior materials return drops for patrons who are returning materials but do not plan to visit the library.

Passenger pick-up and drop-off. Provide a convenient, safe and sheltered area close to the public entrance where visitors may be picked up or dropped off. This area needs to be away from the main vehicular traffic lanes of the parking lot and should have a covered walkway to the public entrance.

10. Roof. The roofing system must be designed to last a minimum of 20 years, with a roof pitched to facilitate rain runoff. Consider design strategies and building materials that reduce roof temperatures.

Avoid mounting building systems equipment on the roof, if possible. If this is necessary, the equipment needs to be screened from view and access must avoid accidental damage to the roof membrane or any other building element located on the roof. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

11. Safety and security. Ensure that public access areas, the Staff/Delivery Entrance and walkways outside the building are well lighted, level with the parking area, open to view, with a slip-resistant surface and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors should be able to enter the building without climbing steps.

Avoid setbacks or exterior alcoves along the perimeter of the building that might become lurking areas. Slopes, if necessary, should be gradual. All exterior surfaces and areas should be designed to discourage skateboarding or roller-blading.

12. Trash receptacles and recycling. Locate space at the building exterior adjacent to, or easily accessible from, the delivery entrance for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are screened from view, can be secured and do not offer access to the roof. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the Staff/Delivery entrance.

C. Interior Issues

1. Acoustics. The maintenance of appropriate noise levels and acoustical separation between the various parts of the library is essential. It is especially important to keep the intrusion of noise from nearby freeways to the absolute minimum. Use all available architectural and design techniques to achieve this goal and so that adults, youth and children may use the facility simultaneously without disturbing each other. An acoustical consultant should be retained by the architect to assist in appropriate design and finishes selection. Noise levels within the building must be in compliance with levels recommended for the "work/study" building category in the Encyclopedia of Acoustics (see *Appendix F: Planning Authorities Used and Sources Cited*).

Building systems. Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

2. Art work and display. If an amount is budgeted to acquire public art for the building, the design team should engage the community and staff in a collaborative effort during the design phase of the project to identify and initiate art projects that can be incorporated into the building's design. Avoid works of art that require floor space that could otherwise be used for library operations, that impinge on clear paths of travel or that require a significant maintenance effort or seismic bracing.

The Library's exhibit gallery space adjacent to the Public Entrance will be a major community venue for rotating exhibits of art by regional and local artists. This space needs to be prominent and visible from the entrance, with appropriate display lighting, generous circulation space and secure.

3. Building finishes. Use durable building finishes that will stand up to years of heavy use. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable.

Avoid surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal resistant. Install corner guards at all appropriate locations in both public and staff work areas.

4. Clocks. Locate wall-mounted clocks in each major public area and in the staff work areas. A low maintenance, centrally controlled, electronic analog clock system is highly desirable.

5. Disabled Access and ADA compliance. The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations that do not consider themselves disabled will use the library.

6. Drinking fountains. Public drinking fountains need to be located outside security, in the Lobby adjacent to the public restrooms.

7. Electrical power, cabling and distribution. Equip the building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the library's current and future wiring and cabling needs. As a basic rule of thumb, size the wiring and cabling capacity to accommodate twice the number of computer workstations and peripheral devices that are planned for installation on opening day. Locate distribution point(s) so that horizontal cable runs do not exceed a maximum of 300 feet.

Over time, the library must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. In addition, members of the public need to be able to plug in a laptop computer or an equivalent electronic device at as many locations within the building as possible. Therefore, consider cellular deck or raised flooring (Walker Duct™, Flexspace Cablefloor™ or equivalent products) in selected areas of the building, particularly in areas that need the flexibility to add or relocate equipment and furniture that require wiring and cabling.

Electrical closets, conduit and raceways must be sized to house electrical and cabling needs for all building systems, including electrical power, fiber optic and coaxial cable, telecommunications, security and emergency wiring and any other systems required. Electrical power for the Library's computers and other electronic equipment must be "clean" to ensure a reliable level of power distribution.

To take advantage of continued improvements in network technology and to avoid any incompatibilities between the building's cabling system and the computer equipment to be installed, final cabling specifications should be timed to coincide with final equipment selection, within 12 to 18 months prior to opening day. This will help avoid obsolescence problems that might result from specifications completed too early in the project..

Consider bidding the building's cabling system separately from the building construction project, timed so that cabling is specified within 12 to 18 months prior to opening day, to facilitate coordination between the cabling and the complement of equipment planned for opening day and to avoid possible obsolescence of equipment that may result from specifications developed too early in the project.

Wire management. Employ concealed wire management strategies at each workstation for the public and the staff and at each service desk. Allow easy access above or at the work surface to power and to library and external networks. Both the Library's permanent computers and patrons' laptops must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and

furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit must be sized for at least Enhanced Category 5 (100Mbps) twisted pair copper. Outlets need to be color coded for voice, data and other systems.

Provide electrical and data wiring and cabling in the Community Meeting Room, the Conference Room and the Technology Training Center to support online interactive demonstrations and instruction, distance learning capability, video projection and sound reinforcement, including the use of assistive listening devices.

Data network. The library's data network requirements are extensive and will require standardized jacks and cabling support systems. The wiring must be color-coded, tamper-resistant, numbered and easily accessible by the staff, but not accessible to the public.

Network security and access control are critical. Network access from the Meeting Room and other areas available for after-hours use must be isolated from the Library's internal data network.

Telephones.

Public telephones. Locate a telephone for the public outside the building.

8. Energy Conservation and sustainability. The design team must work with the library to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation Code.

The energy use strategies employed in the building design should not only minimize the building's dependence on energy but also strive to improve the sources of the energy that the building consumes.

Life cycle costs. Building design strategies for the building's orientation, energy management system, air distribution system, windows, lighting, building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library. Programmable thermostats should be included in the building's HVAC specification.

Solar design. The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heat loss and summer heat gain are minimized.

Energy conservation codes. All state and local energy conservation codes must be met.

Light Sensors. Consider timed light sensors in sporadically used spaces, such as private offices and conference rooms.

9. Flexibility, modularity & expandability of design. The building design should be open plan and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate the book stacks within the building as the Library's service needs evolve. Floor loading capacity, therefore, must be sufficient to support shelving for the collections at 150 lbs. per square foot throughout the public spaces.

Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

A rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in placement of shelving and furniture. Avoid circular or eccentrically shaped spaces if they will house shelving for the Library's collections.

10. Floor coverings. Floor coverings should be both attractive and durable. Rolled carpet with a low narrow loop for low maintenance, with a life expectancy of a minimum of 15 years is preferred. High quality, commercial grade, anti-static nylon carpet tile may also be considered for selected public and staff spaces, especially in high-use areas. Discuss the choice of floor coverings with the Library's maintenance staff prior to specifying any products.

Hard surface floor coverings, such as vinyl, non-slip tile or stone, as affordable, rather than carpet should be considered for the following areas. Non-skid finishes are required on hard surface flooring, especially in areas such as the lobby.

- Public Entrance/Lobby
- Community Meeting Room (partial – see space description 1.4)
- Outdoor Reading Patio
- Restrooms
- Friends of the Library sorting space
- Circulation Desk & high circulation areas throughout the building
- Supplies & Equipment Storage
- Staff/Delivery Entrance
- Receiving and Deliveries
- Processing and Mending
- Building Maintenance Area
- Custodial Storage
- Meeting Room & Staff Room Kitchens

11. Electronic workstations for the public. Electronic, computer-based resources are a basic and integral part of library service. The Library's collections are accessible through an online catalog. An expanding number of indexes and reference tools is available to the Library's users over the Internet. Internet access is available to both public and staff through PC workstations.

This aspect of library service is evolving rapidly. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services and technologies. The Library must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. These may be computer workstations that offer word processing software, PCs that offer access to specialized software via CD-ROM or an express check-out workstation. In addition, many of these units will have attached peripheral equipment, such as printers.

Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate any of these equipment types, in the following categories:

- Stand up units, with either no printer or with a compact printer and a CPU that is mounted under the work surface. These workstations are intended for quick, specific searches of the Library's catalog rather than for extended browsing or research. Each unit is programmed at 25 square feet.
- Sit down units, for more extended use of the Library's online catalog, Internet searching or similar uses, at a computer workstation with a CPU mounted under the work surface. Printers will be networked and shared. Each unit in the open public space is programmed at 35 square feet. Units in the Technology Training Center are programmed at 40 square feet.

All equipment must meet or exceed ADA guidelines, include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation.

The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from service desks to deter vandalism of the computers and a measure of privacy for the user.

Audiovisual systems. Each room used for meetings or training should have the ability to provide computer screen image projection, slide projection, video monitor display via AV cart with equipment, and cable TV reception. In addition, video conferencing and video projection from a ceiling mounted projector is desirable.

Public address system. There should be a public address system in the library so that the staff can make announcements to the public. The PA system will be used to announce the closing of the library as well as emergencies and should be a part of the building's telephone system. The PA system must be able to be heard in every part of the library including rest rooms, storage rooms, loading docks, custodial work spaces and staff offices. It must also

have selective broadcast capability, to allow messages to be blocked from certain spaces, as needed, such as in the meeting rooms during programs.

12. Lighting and fenestration. The Library's lighting quality is a prime design consideration. Lighting in the building must be uniform throughout each space, without glare or contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality is retained.

Lighting levels. Lighting levels should meet recommendations based on the *2000 Illuminating Engineering Society Handbook*. These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

- Reading Areas: 30 - 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate.
- Book Stacks: 6 foot-candles minimum at a height of 12" and 35 foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be parallel or perpendicular to the stacks as long as these lighting levels are achieved.
- Service Desks: 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.
- Conference/study rooms: 30 - 40 foot-candles average, measured horizontally at desktop.
- Staff work area: 50 foot-candles average, on desks and work tables, measured horizontally at desktop.
- Meeting Rooms: 30 - 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot candles for note taking during AV presentations. The note taking lights should not spill into the projection screen.

Lighting fixtures. Lighting fixtures should be full spectrum and need to effectively control glare, through shielded parabolic louvers in downlights, uplighting and other techniques. Indirect lighting throughout the building is preferred.

Light sources. Light sources should be fluorescent for general use. Long fluorescent lamps should be T8 lamps in warm, medium or cool color, with a color-rendering index of 82, with T5 lamps specified whenever appropriate due to their increased energy efficiency. High-output T5 lamps should be considered for indirect lighting but not for downlighting. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Use electronic ballasts whenever possible.

Consider incandescent lamps only for use in spaces where no other type of light source can meet the space's needs, due to small fixture size, easy dimming, precise beam control or for historical accuracy. For general use, avoid this type of light source due to life-cycle costs.

Minimize the number of different lamp types used, to simplify maintenance and economize on lamp stocking. Use standard lamp types. Avoid placing light fixtures in locations that are difficult to access or in locations that require special scaffolding for access

If task lighting is used in the public areas, ensure that it is durably constructed, affixed to the furniture, does not obstruct staff ability to monitor the space and is designed to spread the light evenly across the surface it illuminates.

Daylighting and fenestration. Make use of daylighting design principles whenever feasible to reduce energy costs and to enhance building sustainability. Make use of daylighting when feasible to reduce energy costs, but not at the expense of the preservation of library materials or if glare is introduced into the building. Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a serious consideration in ensuring that the building's interiors offer an aesthetically pleasing environment. This light, however, should not be intrusive. Strategies such as clerestory windows or interior light wells will be preferable to skylights.

Design the building envelope and locate glazing and windows with sustainability in mind. Avoid massed east- and west-facing windows to minimize solar heat gain. Consider exterior shading devices to ward off direct solar rays and diffuse daylight.

Lighting controls. All lights in the library, including task lighting, should be controlled by a programmable timer system that is flexible and can be manually overridden. Consider a master control station at or near the Staff/Delivery entrance, at a location to be worked out with the staff during the design phase. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum. All of these light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable. Use motion-activated lights in limited-use spaces such as conference rooms.

Emergency & exit lighting. An emergency lighting system must be incorporated into the lighting plan. Emergency lighting is especially important in those libraries that make extensive use of H I D lights.

Emergency and exit lighting must meet any applicable state or local codes. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and patrons to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

Lighting plan review. During design development, the City will require a lighting plan review once the furnishings and equipment layouts are completed.

This plan should show all ceiling and wall mounted fixtures as well as any task light fixtures that will be used. Each type of fixture should be identified on the plan, a catalog cut sheet showing a picture and the specifications for each fixture should be provided for review by the library planning team.

13. Maintenance. Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes and mechanical systems as well as the furnishings and equipment.

All spaces in the library must be easily cleaned and as impervious as possible to abuse. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

Plan for trash receptacles in all public and staff spaces.

Surplus materials stock. The City requires extra stock of all materials used in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents need to specify the amount of extra stock for each item.

14. Mechanical & plumbing systems and building environmental controls.

Air distribution system and humidity & temperature criteria. The building needs an air distribution system that ensures good natural air circulation. Ventilation units need to be zoned according to use, room orientation, and hours of operation. Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telephone rooms need to be provided with air conditioning and with backup mechanical ventilation units, as needed. An energy efficient boiler is needed for all heating requirements.

Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical areas for air handling units should be open and provide sufficient free area for proper air flow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment.

Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Shasta County Redding Main Library
Building Program

Design Conditions:

Outside

Indoor

Summer (ASHRAE 0.1% design day) 75 degrees F +/- 2 degrees F

Winter (ASHRAE 0.2% design day) 70 degrees F +/- 2 degrees F

Relative Humidity 50% +/- 10% RH

Indoor air quality & energy conservation issues. Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life cycle costs is strongly recommended. Ensure that spaces in which equipment that emits significant airborne particles, such as photocopy machines, or generates odors, such as kitchen equipment, are vented directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building. Consider natural ventilation strategies, as well as active, in the design of spaces, including under-floor air or displacement ventilation.

Building commissioning. A rigorous building commissioning process is encouraged, to take place at the end of construction, to ensure that the building and its systems function as intended by design.

Maintenance issues. Specify mechanical systems equipment for the building with replacement parts available from a local supplier.

Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically rated partitions shall be sealed with acoustically rated sealant. Areas considered sensitive to noise need to be provided with acoustically treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to Library and building maintenance staff.

Plumbing & restrooms. Restrooms must be easy for the public to find, designed for durability and resistance to vandalism. In general, single occupancy restrooms for the public should be avoided, with the exception of one family restroom for parents with small children in the Youth Services area and one family restroom for the physically disabled located in the lobby, adjacent to the main public restrooms.

Energy efficient fixtures, such as sensor faucets, should be specified; and alternative strategies, such as gray water plumbing systems, should be considered. Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted. Floor and wall coverings should be a hard surface, such as tile, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib.

Restrooms must be not only ADA compliant but also equipped with entry doors that enable people in wheelchairs to easily enter and leave the restrooms. Vandal-resistant materials and finishes throughout each restroom are a prime consideration.

Restrooms must be separately vented and acoustically separated from adjacent spaces. The public restrooms need an adjacent custodial closet with a mop sink and floor drain.

Restroom fixtures.

- Durable fixtures and partitions are desirable (e.g., Duraflex™).
- Each public restroom requires electric hand dryers and hand towel dispensers.
- Waste receptacles must be recessed and/or wall-mounted.
- Hand soap dispensers must be tamper-proof and mounted directly over sinks to prevent soap leaks and avoid water drips on the floor.
- These accessories should be wall- or counter-mounted, not imbedded within the sink itself.
- Each public restroom, both for women and for men, requires a baby changing counter as well as a purse/parcel shelf in each stall.
- Timed automatic shut-off of water flow.
- Low-flush toilets
- Mirrors need to be vandal resistant and scratch proof.

15. Openness and sight lines. The building must be able to operate efficiently. Staffed service points will be kept to a minimum and staff stationed at these locations must be able to monitor the maximum possible amount of public space from the service desks. Enclosed areas out of public view must be avoided. Non-public areas must be secure, so that the public cannot enter these areas undetected.

16. Safety and security. The building must be designed to ensure the safety and security of both public and staff. Public spaces must be well lighted with a minimum of areas outside direct visual control by staff at service desks or away from regular paths of travel. Service points must be oriented to allow staff at each service point to see staff at the other service points. Public service spaces in separate rooms, such as the Group Study Rooms and Technology Training Center need large, unobstructed windows facing the public space to enable effective monitoring of activity within them by both Library staff and by the public.

Building safety. The building must have only one public entrance and exit point. Doors into staff spaces and controlled access public spaces must lock. The building design must avoid unauthorized access to the roof, upper windows or exterior ledges. Potential entry points, such as windows, doors and vents must be protected to prevent illegal entry.

A building intrusion security alarm is recommended, with a control point at the Staff/Delivery Entrance and a connection to a remote alarm monitored by a security dispatch service. The intrusion system needs to monitor all exterior windows and doors. During the design phase, the designers must collaborate with City and Library staff to appropriately specify this system, including consideration of motion detectors at key

locations. A video surveillance cameras and monitoring system may be considered for more remote areas of the building.

The security system must accommodate separate use of the Community Meeting Room during hours that the library is closed.

Public & staff safety. The library should be planned with the safety of the public and staff in mind and designed to meet all state and local fire safety codes. Safety glass should be utilized where necessary and appropriate. Heavily used walking surfaces both outside and inside the Library should be made of non-skid materials that are durable and attractive. The design of the library's furniture and casework should avoid sharp corners, especially in the Children's Services area. The path of travel of fire and safety exits should not lead through staff workspaces.

Library materials security system. The building will be equipped with a 3M™ type or equivalent library materials security system that is compatible with express check-out equipment and does not require staff to bypass the security sensor in each item as it is checked out. Preference should be given to Radio-Frequency ID systems, and the security area should be wired and cabled accordingly, to accommodate such a system. Customers will be able to carry the deactivated material they have checked out through the security system portal. If the material carried out has not been deactivated, an audible alarm will sound.

The security portals need to be located adjacent to the Circulation Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff and vendor technical staff during the design phase to ensure that desired security levels are achieved and that lateral clearances are maintained between the portals and nearby electronic equipment to avoid interference with Circulation operations.

17. Service desks. The Library's service desks will be prime points of contact between staff and public. Each must be visually prominent, welcoming and spacious. The amount of space allocated for each staffing position at each desk is 60 square feet. This space includes the position's furniture and equipment, space for the staff member to sit or stand and the space for the public to sit or stand as they interact with the staff member.

The Circulation Desk will have four staff positions, three at stand-up counter height (approximately 39" high) and one at sit-down desk height (approximately 29" high). The third stand-up position will be a specially designated "information" service point, described in space 2.2 elsewhere in this document.

The other service points in the building will be the one-person Children's Desk on the first floor and the two-person Information Desk on the second floor. See the space descriptions 4.2 and 8.1 for more information. Each desk must be oriented so that staff at the desk faces patrons as they approach the desk for service, with generous queuing space for the public.

Each desk must be equipped with:

- Counter tops of a durable, vandal-resistant, easily cleaned material.
- A "purse shelf" at the public side of the counter, at least 4" deep, for patrons to place belongings while they transact business.
- "Toe space" at the foot of the desk, at least 4" deep, to accommodate comfortable standing room for patrons while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields at the rear of each computer workstation to conceal exposed wiring.
- Box and pencil drawers, pigeonholes, knee-holes and other features at each staffing point, to be decided during the design phase of the project in collaboration with staff.
- Floor cushioning on the staff side of the desk, level with the surrounding floor.
- Counter depth of approximately 30" to accommodate computer terminals, keyboards and printers with an allowance so staff can achieve an ergonomic position at each service point.
- Storage space behind the counter and to the side of each staff knee-hole to house computer equipment.

Each desk must be designed to discourage the public from entering the space behind the desk counter. Staff at the desk, however, needs to be able to move quickly and efficiently from behind the desk into the public area. Large-scale signage, visible from a distance, will identify each service point.

Correct ergonomic design is a prime consideration. Each staffing point must adhere to appropriate ergonomic design standards. Actual dimensions and specifications for each desk must be determined after detailed discussion with library staff during the design phase of the project.

18. Shelving. Shelving to house the library's collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 5 shelves and a base shelf), 72" (maximum of 4 shelves and a base shelf), 66" (maximum of 4 shelves and a base shelf) or 45" (maximum of 2 shelves and a base shelf). Any exceptions to these heights are noted in the program.

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Standard shelf depth will be 8" and 10" and bases 12" deep. Variations from this depth are noted in the program. Reference shelving and picture book shelving, for example, will be 12" deep with a corresponding increase in the width of the base.

The total amount of shelving programmed, as outlined in *Appendix C: Shasta Redding Main Library Collection Space Needs*, is intended to house the collection at the size it is expected to reach in the year 2020.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges and 48" to aisles for high-use collections such as compact discs. In staff access spaces, 36" to 42" aisles will be sufficient. Changes in code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 to 8 sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed, to allow a logical arrangement of the collection. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving at 45" and 66" heights, other than picture book shelving, will require canopy tops. Picture book shelving will have a sloping display shelf at the top of each section. 84" and 72" high shelving will require canopies only if located in areas of the building in which they can be viewed from above. All public area shelving will require stack end panels with label holders at each end, kick plates and top plates, with slat wall attached to stack ends throughout the collection to allow staff to display books. All specialty shelving and shelving accessories must be integrated with the overall shelving system.

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Book ends or shelf dividers must accommodate various sizes of materials and must be able to slide easily when shelves are being rearranged. Book ends or stops will be specified later in the project, along with the shelving. Shelves must have a rear edge back stop to prevent items from falling behind the shelf. Library staff will specify the location of tilt-up shelves, as required.

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The shelving types programmed for the building are:

Code	Height	Maximum Shelves/sect	Purpose
A	84"	6	Adult Fiction & Nonfiction, Reference
B	72"	5	Large Print, New Books
C	66"	5	Children's books, books on tape
D	84"	6	Slanted magazine display
E	72"	5	Zigzag or display paperback display
F	45"	3	Reference books
G	66"	5	shallow shelves Videos, DVDs
H	66"	5	4 browse bins Compact discs
I	66"	5	Children's magazine display
J	84"	6	w Plexi glass newspaper display inserts
K	66"	5	Children's compact discs
L	66"	3	3 shelves max Children's AV kits
M	45"	3	with slanted top Picture books

See each space's description as well as the chart *in Appendix C: Shasta Redding Main Library Collection Space Needs* for the exact amount and location of each type.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for inspection of shipments, installation, etc. and the length of time price quotes remain valid.

19. Signage and wayfinding. The Library requires a consistent, easily understood and effective signage and wayfinding system throughout the facility that includes the use of both architectural elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember and communicate directions to others. Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach, at least eight feet clear from the bottom edge of the sign to the floor and vandal resistant. Major signs must be large enough to be read from the entrance to the Library's public space.

The sign system must be designed in coordination with the interior design of the building, integrated with the space planning, the reflected ceiling plans and the lighting plan. The signs should not be separately developed and inserted into the design as an afterthought.

Signs must be easy to move and change as the Library's interior spaces shift over time. Where appropriate, signage should be specified so that Library staff can modify and reinstall signs to reflect changes in layout of the collections and services.

20. Staff workstations & offices. Staff workstations will be dimensioned and equipped in accordance with each staff position's functions and tasks. The Library Director, Assistant Director, Technical Services Manager and Circulation Supervisor will be assigned private offices. Full time staff and other staff with ongoing responsibilities that require a desk, continuous access to a computer terminal or other equipment, will be allocated an office systems module workstation.

Other staff may be allocated an open workstation or a simple work table or counter. Some workstations may be made available for common use, housing equipment that more than one staff member uses.

The standard office system workstation module will be approximately 7' long by 7' wide (49 square feet), with an L-shaped horizontal work surface and data, electrical and voice outlets at counter height.

The modules need to be ganged together to take advantage of concealed wire management within their central structural spine. Each module needs to accommodate a telephone headset or handset, depending on each staff member's needs, computer, keyboard, mouse pad and printer, needs to be equipped with task lighting, box and pencil drawers, 1 to 2 mobile pedestals, an ergonomic task chair, with or without arms, tackable, acoustically cushioned partitions and an overhead shelf.

21. Storage. The Library requires several types of storage space, including space for storage of building maintenance items, extra stock of shelving and other furniture or equipment, custodial supplies and equipment, programming and Meeting Room furniture, props and supplies. Specific information about these spaces is found in the descriptions of the staff work areas, Meeting Room storage, custodial storage and building maintenance area.

22. Wall coverings. Durability and appropriateness to the space are prime concerns. Any painted surfaced should use high quality, standard color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the Public Entrance/Lobby. Avoid fabric wall coverings except where tackable wall surfaces are specified.

Section III Spatial Relationships

General Comments

The Library will be on two levels, one level at grade with a second level that is accessible by stairs and elevator. The Library's spaces need to be zoned in accordance with function and activity level. High-volume, high-traffic spaces have been placed on the first floor, for the most part. Spaces that require a quieter, more contemplative atmosphere have been grouped on the second floor.

The areas for children and their families are envisioned as a separate zone of the first floor space, not necessarily acoustically contained but at some distance from the rest of the public space on this floor. Sight line visibility into the children's space from the entry areas, browsing and audiovisual collections is considered important.

Placement of staffed service points is critical to the successful management of the library. Service points on the first floor need to be within line of sight of each other.

Proximity of staff workspaces to respective service points is important, as well, for efficient deployment of staff.

The Facility Space Requirements Summary on page 28 is also a stacking diagram that indicates which spaces should be placed on the first and the second floors.

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Adjacency Diagram 1: First Floor – Entrance and Adult Areas

Solid lines = direct adjacencies

Dashed lines = line of sight between spaces

Spaces not necessarily to scale

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Adjacency Diagram 2: First Floor – Children's Area

Solid lines = direct adjacencies

Dashed lines = line of sight between spaces

Spaces not necessarily to scale

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Adjacency Diagram 3: First Floor – Staff Work Area

Solid lines = direct adjacencies

Dashed lines = line of sight between spaces

Spaces not necessarily to scale

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Adjacency Diagram 4: Second Floor – All Areas

Solid lines = direct adjacencies

Dashed lines = line of sight between spaces

Spaces not necessarily to scale

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Section IV
Facility Space Requirements Summary

Floor	Space	Enclosed	Space Name	Sq. Feet	
	#	Space			
1	1.1		Public Entrance/Lobby/Exhibit Gallery	596	
1	1.2		Materials Return Slots	12	
1	1.3	x	Community Meeting Room (dividable)	1,912	
1	1.4	x	Meeting Room Storage	230	
1	1.5	x	Public Restrooms	in gsf	
1	1.6A	x	Friends' Book Sale	639	
1	1.6B	x	Friends Book Sorting Work Area	162	3,551
1	2.1		Express Checkout & Reserves	254	
1	2.2		Circulation Desk	258	
1	2.3	x	Sorting & Returns	621	
1	2.4		New Books & Browsing Collection	1,864	
1	2.5	partially	Library Café and Reading Patio	170	3,167
1	3.1		Public Access Computers - First Floor	386	
1	3.2		Community News & Information	12	
1	3.3		Audiovisual Media for Adults & Teens	590	
1	3.4	x	Family Literacy Center	315	
1	3.5		International Languages Collection	441	
1	3.6		Teen Space	861	
1	3.7	partially	First Floor Copier Area	114	
1	3.8	x	Group Study Room A	150	
1	3.9	x	Group Study Room B	150	3,019
1	4.1		Children's New Books & Magazines	154	
1	4.2		Children's Service Desk & Reference Collection	582	
1	4.3		Computers for Children	304	
1	4.4		Children's Circulating Books	2,699	
1	4.5		Children's Audiovisual Media	314	
1	4.6		Children's International Languages	290	
1	4.7		Children's Picture Books	2,449	
1	4.8	partially	Storytelling & Programming Space	456	
1	4.9	x	Children's Programming Storage	94	
1	4.10		Parents Area	200	
1	4.11	x	Family Restroom	in gsf	
1	4.12		Children's Outdoor Reading Garden	n.a.	7,543
1	5.1	x	Circulation Supervisor's Office	117	
1	5.2	x	First Floor Staff Workroom (circ, children's)	791	908

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1	6.1	x	Library Admin Reception	432	
1	6.2	x	Library Director's Office	202	
1	6.3	x	Assistant Library Director's Office	116	
1	6.4	x	Conference Room	480	1,229
1	7.1	x	Technical Services Support Manager	116	
1	7.2	x	Receiving & Deliveries	516	
1	7.3	x	Order Dept	425	
1	7.4	x	Cataloging	399	
1	7.5	x	Processing & Mending	465	
1	7.6	x	Staff/Deliveries Entrance	114	
1	7.7	x	Loading Area & Garage	n.a.	
1	7.8	x	Supplies & Equipment Storage	323	
1	7.9	x	Automation & Telecom Support	401	
1	7.10	x	Computer/Telecom Room	293	
1	7.11	x	Staff Break Room	397	
1	7.12	x	Staff Restrooms	in gsf	
1	7.13	x	Custodial Closet & Supplies	75	
1	7.14	x	Building Maintenance Storage	100	3,623
2	8.1		Information Desk	217	
2	8.2		Reference Collection	1,647	
2	8.3	x	Boggs Collection / Local History	1,229	
2	8.4		Genealogical Research Collection	674	
2	8.5		Public Access Computers - Second Floor	561	
2	8.6		Adult Fiction Books	2,626	
2	8.7		Adult Nonfiction Books	4,810	
2	8.8	x	Quiet Study Area	560	
2	8.9		Magazine & Newspaper Browsing	1,139	
2	8.10	x	Technology Training Center	818	
2	8.11	partially	Second Floor Copier Area	115	
2	8.12	x	Group Study Room C	150	
2	8.13	x	Group Study Room D	150	
2	8.14	x	Public Restrooms	in gsf	14,696
2	9.1	x	Second Floor Staff Workroom (adult srvs)	689	
2	9.2	x	Staff Restrooms	in gsf	
2	9.3	x	Custodial Closet & Supplies - Second Floor	75	764
	Total Assignable Square Feet:			38,500	38,500
	Total Gross Square Feet @ 70% efficiency:			55,000	55,000
	First Floor:			32,914	
	Second Floor:			22,086	

Section V
Space Descriptions
Introduction

The following section contains a description of each functional space within the library. The *net assignable square footage* allocated to each space can be found at the upper right corner of each space sheet. The *functional activities* that will take place in each space are described in the text. Whenever appropriate, comments are included in the text that relate to *fenestration, space finishes, acoustics, environmental conditions, flexibility and expandability, illumination, power, data and AV communications, security, signage and visual supervision*. These requirements and recommendations are also described in the program's *Section II, General Design Considerations*.

Specific requirements regarding *occupancy, adjacencies (spatial relationships), and a listing of major furniture and equipment* are listed on each sheet. Note that items listed in the component charts often include several individual items, with an aggregate square footage allocation assigned. The preliminary master furniture and equipment list in *Appendix E* provides in more detail the elements included in these aggregated descriptions. Each part of the collection is detailed in *Appendix B, Library Collections and Shelving*.

Terms and phrases italicized above are the elements called out as required in the Final (Codified) Title 5 Library Bond Act Regulations, p. 70.

1.1 Public Entrance/Lobby/Exhibit Gallery

596 sq. ft.

This space will be the single public entry point into the Library. It needs to be inviting and spacious, an appropriate "front door" to the facility. The entrance should be outfitted with automatic sliding or a similar type of door to allow people of all ages to easily enter the building. The lobby should be large enough to accommodate visitors who are entering and leaving the library's public access spaces, the patio and eating area, the public restrooms and the Community Meeting Room.

Three wall-mounted return slots for books and audiovisual materials will be located within or adjacent to the lobby, outside the security point and visible from the Circulation Desk, to allow patrons to drop off materials as they enter the building. Three additional return slots will be located on the exterior of the building, accessible even when the building is closed. All return slots must empty directly into the Sorting & Returns Area.

The lobby must be large enough to enable incoming visitors to orient themselves to the direction they wish to go as they walk through the lobby space. The public restrooms and Community Meeting Room need to be independent of the library's other spaces and outside the materials theft security system, so that these areas can be used without compromising library security even when the library is closed.

The lobby floor should be a hard surface and the distance between the door and the security point far enough that debris carried in on visitors' feet is knocked off as they walk through the lobby. Inset floor grates or floor mats are needed at the entrance to facilitate dirt and mud removal as people enter the building.

One pair of material theft security gates (one incoming and one outgoing gate) is needed at the inner edge of the lobby space, adjacent to the Circulation Desk, with easy access for staff at that desk to meet and intercept patrons who have set off the alarm as they exit. These should be 3M™ type gates, without barrier arms that move or horizontal cross pieces.

A pair of glass-enclosed display cases will be located along the incoming path of travel, to allow staff to exhibit crafts, photographs, collectibles and other displays on a rotating basis. A well-lighted and secure exhibit gallery space in one section of the area will be a prime venue for exhibits of community artists' work.

A public telephone should be located outside the building. The entrance needs a covered area to protect visitors from inclement weather as they enter and exit the building.

As they enter the Library from the lobby, visitors need to be able to see the Circulation Desk, the express checkout machines, the new book browsing area and the entrance to the café and the children's service areas.

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1.1 Public Entrance/Lobby/Exhibit Gallery, continued

Occupancy: 8 - 24

Adjacencies: 1.3 Community Meeting Room
1.5 Public Restrooms
2.2 Circulation Desk

Sight lines to: 2.1 Express Checkout
2.3 New Books and Browsing
2.5 Library Café and Reading Patio
4.1 Children's New Books

Technology: Materials theft detection devices

Components:

	Qty		SF/unit	Total SF
theft security gates	2	pair	24.00	48
exhibit cases, glass-enclosed, 5' x 5' x18", wall mounted	2	cases	20.00	40
floor mats			0.00	0
gallery space				500
recycling containers	2		2.00	4
waste containers	2		2.00	4
circulation space				in gsf
total				596

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1.2 Material Return Slots

12 sq. ft.

The Library needs two sets of return slots for Library customers to use to return the books and other items they have borrowed. Each set needs three separate slots, set horizontally into the wall that encloses the Sorting and Returns Area. The height of the slots must accommodate adults, children and individuals in wheelchairs.

One set of slots must be accessible to the public 24 hours per day, located at a highly visible point along the front-facing exterior of the building, under an overhang that will protect both the person using the slots and the materials being returned from adverse weather.

The other set of slots should be located along the main path of travel into the building, either in the lobby or adjacent to the Circulation and Express Checkout area.

One slot will be used for adult books, one for children's books and one for audiovisual media. This will enable automatic presorting of materials into these three categories, for increased efficiency in the sorting process.

Depressible book bins will be placed under the slanted opening of each return slot, to catch the returning material as it is received. A fire-rated enclosure will be required at the point of entry for the three exterior slots, to prevent vandalism and damage to the building.

Occupancy: 0 - 6

Adjacencies: 2.3 Sorting & Returns

Components:

	Qty		SF/unit	Total SF
return slots, set horizontally, in lobby	3	slots	4.00	12
exterior slots, set horizontally	3	slots	0.00	0
total				12

1.3 Community Meeting Room

1,912 sq. ft.

The Library will be a major gathering place for educational and cultural programs open to the community. The Community Meeting Room needs to accommodate audiences of up to 120 people when chairs are arranged auditorium-style (Library Plan of Service p. 4-5). Movable wall partitions are required to enable the space to be divided into two smaller rooms of equal space. Both spaces must be directly accessible from the main Meeting Room entry doors when the partitions are in place. The Meeting Room will be a prominent part of the Library's public face. The entrance to the Meeting Room needs to be directly off the Lobby, on the building's main level.

The room needs to be equipped with adjustable lighting levels, ceiling-hung video projection and assistive listening device capability and should be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources. The public entrance to the room should be located to allow participants to enter and leave the Community Meeting Room through the lobby, outside security, while the library is closed.

The room needs a movable podium, a ceiling-mounted projection screen, chair rails around the perimeter, tackable wall surfaces and corner guards throughout the space. The space needs to provide good line of sight for all program attendees with no columns or other obstructions that would limit visibility from any part of the room.

An adjacent, enclosable refreshment preparation area is required, with a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn, a microwave oven, work counter and lockable cabinets above and below.

The floor should be carpeted in all areas except the area closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required. Some adjacency to the Children's Services public space is desirable, to allow groups of children visiting the library to attend programs in this space without moving through the rest of the library's public spaces.

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1.3 Community Meeting Room (continued)

Occupancy: 120

Adjacencies: 1.1 Public Entrance/Lobby /Exhibit Gallery
1.4 Meeting Room Storage
2.5 Library Café and Reading Patio

Sight lines to: 1.5 Public Restrooms

Seating: 120 stacking chairs

Technology: Video projector, ceiling-mounted
Video projection screen, ceiling-mounted
Audio projection and amplification
Overhead transparency and Powerpoint™ presentations
Assistive listening devices and charging unit
Wiring and cabling to support CATV production,
Interactive distance learning class reception,
Library online catalog demonstrations and
Interactive Internet demonstrations

Components:

	Qty		SF/unit	Total SF
seating: stacking chairs	120	seats	15.00	1,800
lightweight tables, folding, 5' x 3'	20	tables	na	0
podium	1		12.00	12
kitchen/refreshment prep area	1		100.00	100
total				1,912

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1.4 Meeting Room Storage

230 sq. ft.

Storage for chairs, on stacking dollies, folding tables and audiovisual equipment controls associated with the Community Meeting Room.

This space must be lockable, with hard floor coverings. Double doors and immediate access to the Community Meeting Room are required.

Occupancy: none

Adjacencies: 1.3 Community Meeting Room

Technology: Audio and video equipment controls for Meeting Room

Components:

	Qty		SF/unit	Total SF
storage space for stacking chairs & tables				220
equipment rack for mtg room AV	1	rack	10.00	10
total				230

1.5 Public Restrooms

in GSF

Locate the public restrooms adjacent to the Public Entrance/Lobby and the Community Meeting Room. Each restroom needs to meet local code requirements for quantity of

fixtures and stalls. Avoid single-use public restrooms, except for the Family Restroom in the Children's area.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as hand towel dispensers, a baby changing counter in both men's and women's restroom, parcel/purse shelves or baskets in each stall.

The restrooms need to be visible from the public entrance and adjacent to the community meeting room.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: meet or exceed local code requirements

Adjacencies: 1.3 Community Meeting Room

Sight lines to: 1.1 Public Entrance/Lobby

See also *General Design Considerations: Restrooms*.

1.6A Friends of the Library Book Sale

639 sq. ft.

The Friends of the Library operate an ongoing book sale to raise funds to support the Library. The sale books need to in a highly visible, open access location off the main

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circulation path from the public entrance. The space needs to be enclosable although the Library intends to allow public access even during hours when volunteers are not on duty. It should be physically and visually distinct from the Library's collections so that book sale customers will recognize that these are not library books. This space will also be the main drop-off point for donations. Adjacency to the donations sorting work area is therefore important.

Volunteers will staff the book sale on a regular basis and handle sales at the book sale cashier's counter. During hours that volunteers are not on duty, the book sale will be self-service and customers will pay for their purchases at the Circulation Desk. A wall-hung, tackable announcement board, approximately 4' w x 3'h, needs to be mounted adjacent to the shelving to allow the Friends to advertise upcoming events sponsored by their organization.

Occupancy: 1 - 4

Adjacencies: 1.1 Public Entrance/Lobby
1.6B Friends' Book Sorting Work Area

Sight lines to: 2.2 Circulation Desk

Technology: Cash register

Components:

Book Sale Area	Qty		SF/unit	Total SF
shelving, 72" for sale books	12	sections	10.30	124
shelving, 42" display, for sale books	18	sections	10.30	185
sales counter w cash register	1	counter	12.00	12
storage cabinet, 2-door	1	cabinet	20.00	20
sorting counter, 12', w cabinets above & below	1	counter	48.00	48
sorting & unpacking space	n.a.			250
announcement board for FOL activities, 4'w x 3'h	1	board	n.a.	n.a.
total				639

1.6B Friends of the Library Sorting Work Area

162 sq. ft.

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This space is intended to provide the Friends of the Library with an environmentally safe and ergonomically appropriate workroom in which volunteers can sort and process the hundreds of incoming book and other donations. Full-height shelving around the perimeter of the room and a work table in the center will be the primary means by which volunteers handle and make selection decisions on incoming materials. There needs to be sufficient space in which to roll three to six book trucks between the shelves and the table.

The Friends' volunteers will need easy access to a sink, to the Library's recycling and trash receptacles and to the Staff/Delivery Entrance. A supply cabinet and desk need to be placed comfortably within the sorting space area. This space needs to be enclosed for security.

Adjacencies: 1.6A Friends of the Library Book Sale
 7.6 Staff/Deliveries entrance

Technology: Telephone handset
 Wiring and electrical connection for PC workstation

Components:

Book Sorting Area	Qty		SF/unit	Total SF
shelving, 84" for donation storage	8	sections	10.30	82
work table & 4 chairs	1	tables	40.00	40
desk with computer & task chair	1	desk	40.00	40
total				162

2.1 Express Checkout & Reserves

254 sq. ft.

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Three "express checkout" machines will be located adjacent to the public entrance and circulation desk to allow visitors to check out their materials themselves. These machines are similar to bank ATM machines and will be used by many Library patrons (Library Plan of Service p. 17). The machines should be placed in an attractive, prominent area with generous circulation space, close to the Circulation Desk. Each machine needs to be installed in a wall-mounted kiosk, with some separation to give patrons a sense of privacy as they transact their business.

Each machine needs an amount of clear work surface on both sides, approximately 1.5' wide x 2' deep on each side, to allow books, purses, other belongings and small children to be set down while the machine is used.

Queuing space for the machines and the circulation desk should be combined with space for up to eight people waiting in line. Shelving for reserved materials on six sections of 72" high shelving needs to be located adjacent to the Express Checkout machines, in plain sight of visitors approaching the space.

Occupancy: 3 - 15

Adjacency: 1.1 Public Entrance/Lobby
2.2 Circulation Desk

Technology: Self checkout machines (PC workstation networked to Library online system, laser scanner, materials theft detection desensitizer)

Components:

	Qty		SF/unit	Total SF
express self-checkout units	3	units	40.00	120
shelving 72", for reserves	6	sections	10.30	62
queuing space	8	people	9.00	72
total				254

2.2 Circulation Desk

258 sq. ft.

The Library will have three staffed service points: the Circulation Desk and the Children's Services Desk on the first floor and the Information Desk on the second floor. The

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Circulation Desk will be the service point that is closest to the public entrance. It needs to be highly visible, an obvious place for incoming visitors to seek help – staff here will help patrons in all aspects of circulation as well as assist with informational and directional questions from a separate service point attached to one end of the circulation desk..

The Library's express checkout units will be directly adjacent to this desk in the Express Checkout area. A kiosk built into the desk will display Library handouts and brochures, library card applications and maps of the building layout.

The desk will be staffed at all times the Library is open. It needs four staff positions (three stand-up and one sit-down), three of which require lateral counter surface eight feet for each position. The fourth position, described below, may be smaller. Equipment at each staff position will include an online workstation, receipt printer, 1 to 2 theft system desensitizer/resensitizer, a telephone headset or handset (depending on staff needs) and slotted storage for manuals and brochures. Space for a cash register centrally located behind the desk is required.

The third counter-height position will be identified through signage as an "information" service point and will be staffed at busy times. This point should be visible to incoming visitors, although it can be compact, with a computer terminal and printer at one side of the counter. This service point will be critical to providing directional and quick information service to incoming Library patrons, especially first-time visitors.

Staff at the circulation desk will answer directional questions, help orient visitors to the library, issue library cards, accept payment of fines for lost and overdue materials, monitor the theft security gates, check out materials for patrons who do not wish to use the Express Checkout machines, explain Library policies and procedures regarding circulation and service hours and provide other assistance, as needed. Space for three Express Checkout units will be nearby and in plain view for patrons to check out their own materials. Materials return drop slots will be located in the lobby, close to the Circulation Desk, and outside the building entrance, emptying directly into the Sorting & Returns Area. Most check-in and processing of returned material will occur in that space, away from the Circulation Desk.

Activity here will often be brisk and sometimes noisy. The space will need generous circulation space on both the staff and public sides of the service desk, with queuing space for up to ten people, as well as acoustical buffering. Staff needs to be able to move quickly and easily between the service counter, the theft security gates and the adjacent staff work areas. The staff here must also have a clear sight line into the lobby and to the Children's Desk. The public, however, should not be able to look directly into the Staff Workroom.

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2.2 Circulation Desk (continued)

The desk must be designed with ergonomic and disabled access principles in mind and must meet the specifications outlined in this report's *General Design Considerations Service Desks*. The desk counter height needs to accommodate patrons or staff in a wheelchair and to allow staff to assist patrons who are filling out forms or handling lengthy transactions.

Occupancy: 1 - 3 staff; 2 - 6 public

Adjacencies:

- 1.1 Public Entrance/Lobby
- 2.1 Express Checkout
- 2.3 Sorting & Returns
- 5.1 Circulation Supervisor's Office
- 5.2 First Floor Staff Workroom

Sight lines to:

- 1.6A Friends of the Library Book Sale
- 2.4 New Books
- 4.2 Children's Services Desk

Technology:

- Online computer workstations
- Barcode readers
- Printers on roll-out shelves
- Materials security equipment with built-in CPU holders mounted under the work surface
- Theft system re/desensitizers
- Telephone handsets
- Cash register

Components:

	Qty		SF/unit	Total SF
staff counter positions - circulation	3	positions	60.00	180
staff counter position - information	1	position	40.00	40
cash register	1	machine	12.00	12
counter for library card applications	1	counter	20.00	20
display of Library handouts, blt into desk	1	unit	6.00	6
total				258

2.3 Sorting & Returns

621 sq. ft.

Library customers will return their materials to the Library via return drops located in the lobby and along the building exterior. These return drops need to empty directly into the Sorting & Returns Area. A total of six return slots will empty into the space, three from the lobby and three from the exterior. A depressible book bin will be placed under each slot (dimensions approximately 2' x 2' x 2'). Several additional bins will be placed close to this location, to be moved into position as bins are filled.

Staff in this area will discharge the returned items and place them on book trucks for reshelving. The area needs to be enclosed from the public space and adjacent to the Circulation Desk. The return slot area needs to be designed to prevent the noise of materials dropped through the slots from intruding into either the public or the staff spaces.

The sorting area needs to accommodate up to 36 book trucks at a time. Three 40-square foot workstations will be located near the return slot openings, with an online terminal, desensitizers and other small equipment required for the check-in process. The workstations should be simple worktables with an adjustable height surface since several staff will share the workstation over the course of each day.

Staff will continually move full trucks out of the space and bring empty trucks into the space. There must be sufficient space to maneuver these trucks as well as to park them. The space must be equipped with corner and wall guards to protect them from the constant impact of trucks and bins. There should be no door between this space and adjoining spaces to make book truck movement easy.

Staff working in this area will move materials to and from the Deliveries Entrance and Receiving and Deliveries Area constantly. Close adjacency to these spaces is essential.

Occupancy: 2 - 6 staff

Adjacencies: 1.2 Material Return slots
2.2 Circulation Desk
5.2 First Floor Staff Workroom

Technology: Online computer workstations for processing returns
Laser scanners/barcode readers
Theft system re/desensitizers

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2.3 Sorting & Returns, continued

Components:

	Qty		SF/unit	Total SF
return bins for interior return slots	3	bins	12.00	36
return bins for exterior return slots	3	bins	12.00	36
check-in wkstns for processing returned material	3	wkstns	40.00	120
book truck parking	36	trucks	8.00	288
extra return bins	6	bins	10.00	60
shelving, 84", for damaged items etc.	4	sections	10.30	41
delivery bin sorting space (on industrial shelves)	2	sections	12.00	24
delivery bin stacking space (24 box cap)	4	stacks	4.00	16
total				621

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2.4 New Books & Browsing Collection

1,864 sq. ft.

This space needs to be visible from the entrance. It is intended to be a major magnet and center of activity. Patrons will stop by frequently to see which new books are available. The space needs to draw visitors in and allow them to wander comfortably among the display units to browse through display shelves of new and popular materials. Browsing collections of new circulating fiction and nonfiction books, murder mysteries, science fiction, large type books and other high interest items will also be located here, with many of the books displayed face-out.

The Library's audiovisual collection will be located directly adjacent to this area. Often, visitors will visit these areas of the Library exclusively. They should be considered as complementary spaces and have the ambience of a well-appointed book store or merchandising space.

Comfortable armchairs and seating at 2-place tables will be scattered through the space for the convenience of browsers. The Library Café and Reading Patio will be within sight of this area. Visitors will be allowed to eat and drink as they browse the new book shelves.

Occupancy: 6 - 12

Adjacencies: 3.4 Adult Audiovisual Collection

Sight lines from: 1.1 Public Entrance/Lobby/Exhibit Gallery
2.2 Circulation Desk
2.5 Library Café and Reading Patio

Technology: Electrical and data port for laptop computers at each seat

Components:

seating @ 2-place tables	6	seats	25.00	150
lounge chairs	2	seats	35.00	70
shelving, 72", display-type, for new hardback books	17	sections	11.25	188
shelving, 84" sh for genre	81	sections	11.25	914
shelving, 72" sh for large type	45	sections	11.25	506
shelving, 72" display sh for paperbacks	3	sections	11.25	36
total				1,864

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2.5 Library Café and Reading Patio

170 sq. ft.

The Library will have an exterior patio area with drought resistant plantings that Library visitors can use for casual reading and relaxing. The patio needs to be within sight of the Library Café, a compact food service concession area located within sight of the public entrance, close to the New Books area. Visitors will be allowed to eat and drink in the New Books area or they may carry the food and drink they have purchased to the patio. Durable, round 4-place tables and benches will be provided, designed for resistance to vandalism, some of which should be shaded by means of umbrellas or architectural elements.

At least 50% of the space needs overhead shelter from rain as well as protection from the wind, open space for small programs.

Occupancy: 5 - 10

Adjacencies: 1.1 Public Entrance/Lobby

Sight lines to: 2.4 New Books & Browsing Collection

Technology: Electrical and data port for laptop computers at each table

Components:

	Qty		SF/unit	Total SF
bench, 6' x 2'	4	benches		
café seating	16	seats		
waste containers				
landscaping				
total				n.a.

3.1 Public Access Computers – First Floor

386 sq. ft.

This area will contain ten public access computer workstations, all sit-down stations, with some or all offering full access to the online catalog, the Internet and to specialized information resources mounted on the Library network. The units are grouped together for visibility by the public and placed in proximity to the Circulation Desk to allow staff to quickly help patrons at the machines. Two networked printers on a low supply cabinet need to be accommodated within the space. Frequently, two people will use a computer together, so generous seating and workspace at each workstation is important (Library Plan of Service p. 18-20).

During the design phase, the Library staff needs to be consulted regarding exact placement of the computers. The specifications for each workstation are defined in this report's *General Design Considerations: Electronic Work Stations for the Public*. Special attention should be paid to flexible, secure, discreet wire management that is easily accessible to library staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user.

At least one of these computers needs to offer large print capability and other features that will assist the physically disabled to effectively use this equipment.

Occupancy: 5 - 15

Adjacencies: 2.2 Circulation Desk

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Components:

	Qty		SF/unit	Total SF
computers, sit-down workstns	10	wkstns	35.00	350
networked printer	2	prtr	12.00	24
supply cabinet, low, for computer supplies	1	cabinet	12.00	12
total				386

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3.2 Community News & Information

12 sq. ft.

The Library will gather and display information about upcoming and ongoing community events (Library Plan of Service p. 4-5). This space will contain a built-in display unit, wall-mounted or freestanding, with brochure and newspaper racks, a bulletin board and storage below. Its dimensions should be approximately 6' long x 5' high x 1.5' deep. This unit needs to be in a highly visible location, in the entrance area, situated on a major path of travel through the public space. The numerous local and free publications that are offered for pickup will be placed here as well as posters and announcements of upcoming community events.

Occupancy: 2 - 4

Adjacencies: Main path of travel or visible from Public Entrance

Components:

	Qty		SF/unit	Total SF
display unit, wall-mounted, with brochure & nsp racks,	1	unit	12.00	12
bulletin board & storage below, 6'L x 5'H x 1.5'D				
total				12

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3.3 Audiovisual Media Collection for Adults and Teens

590 sq. ft.

Audio and video material in several formats is in high demand by the community, for recreation, for commuter listening and for study and learning. The Library intends to expand its audiovisual media collection significantly, which will make this one of the busiest areas of the library. It will contain music on compact discs, books on tape and CD, CDROM software, videos and DVDs. Audiovisual media for children will be found in the children's services area and audiovisual materials in other languages will be found in the International Languages collection.

These high-demand collections will make this a bustling area. It needs wide aisles and visibility from the public. This space and the New Books and Browsing Collection will form two of the most heavily used parts of the building. The collections will be placed on a mix of full-height and mid-height shelves to facilitate browsing. The shelving here will also accommodate new formats that may be added in future years. This area needs to be placed far from quiet study or reading areas.

Occupancy: 10 - 25

Adjacencies: 2.4 New Books and Browsing Collection

Sight lines from: 2.2 Circulation Desk

Technology: Audio listening stations (retail quality compact CD/Cassette players, "boombox" type, attached to 1-place tables
Audio headphones, classroom quality, issued at Circulation Desk

Components:

	Qty		SF/unit	Total SF
seating, lounge chairs	2	seats	35.00	70
audio listening stations	2	stations	35.00	70
shelving, 84", for videos & DVDs	15	sections	11.25	167
shelving, 66" browse bins for music CDs	14	sections	11.25	160
shelving, 84", for audio books & books on CD	9	sections	11.25	102
shelving, 84", for CDROM software	1	sections	11.25	8
shelving, 66", for new AV formats	1	sections	11.25	12
total				590

3.4 Family Literacy Center

315 sq. ft.

The Library and the Redding Elementary School District plan to co-sponsor a family literacy program in this space. The program will extend the District's current, successful family literacy service now offered at Cypress Elementary School and Juniper Academy, the two public schools located in the neighborhood directly adjacent to the proposed new library site. School District employees will work in the center during designated hours every day to work individually with parents and with their children, K-8 students at the two schools involved in the family literacy program, to improve their literacy skills. Participating families will register for the program and sign up for training at the Center (Library Plan of Service p 3,8).

A collection of high-interest/low-vocabulary books as well as language learning tapes and compact discs will be shelved here. Two computer workstations with literacy software programs will be available for participants to use. Literacy tutoring pairs will study together at two-place tables located in the space (Library Plan of Service p. 18).

The space will be acoustically separated from the open area by a glass wall. Some provision for visual enclosure, either window shades or curtains, will be needed, to provide a measure of privacy and to eliminate visual distraction. The space needs to be easily findable by participants but located somewhat off the main circulation path. Easy access to the International Languages collection is important, for participants whose first language is not English.

Adjacencies: 3.5 International Languages

Sight lines to: Main path of travel from Public Entrance

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer
Audio headphones, classroom quality, issued at Circulation Desk
Electrical and data port for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
computers, sit-down workstns	2	wkstns	35.00	70
seating @ 2-place tables	6	seats	25.00	150
networked printer	1	prtr	12.00	12
shelving, 84" sh for literacy book collection	5	sections	10.30	50
shelving, 66", for language learning tapes & CDs	2	sections	11.25	21
display rack for literacy handouts	1	rack	12.00	12
total				315

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3.5 International Languages Collection

441 sq. ft.

The Library plans to build its collections in other languages to serve families and individuals whose native language is not English. This space will offer books, magazines and audiovisual media in languages other than English. The space needs to be easy to see from the main path of travel through the first floor space. The shelving in this space needs to include both regular and display shelves to make the collections very visible. This area needs to be lively and attractive, with tackable wall surfaces on open wall space for artwork and displays.

Occupancy: 4 - 12

Adjacencies: 3.4 Family Literacy Center

Sight lines from: Main path of travel

Technology: Audio listening stations(retail quality compact CD/Cassette players,
"boombox" type, attached to 1-place tables
Audio headphones, classroom quality, issued at Circulation Desk

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl tables	4	seats	25.00	100
seating, lounge chairs	2	seats	35.00	70
audio listening stations	2	wkstns	35.00	70
shelving, 84" for books	17	sections	10.30	172
shelving, 84" sloping for magazine display	1	sections	10.30	10
shelving, 66" AV browsing for recreational AV media	2	sections	11.25	20
total				441

3.6 Teen Space

861 sq. ft.

The Library intends to make service to youth a major priority at the new Library. While this age group will be encouraged to use the entire facility, it will be important to establish an area that teens can identify with as "their own". The Teen Space is envisioned as an area with a unique interior "look" featuring high-tech appointments and other features that will set this space off from its surroundings and attract youth from the ages of 13 through 18 (Library Plan of Service p. 7).

After school and on the weekends, this will be a lively, even boisterous space with groups of youngsters chatting and working together. Therefore, the space needs some separation from other areas, especially those intended for quiet reading and contemplation. At the same time, it needs to be within a clear line of sight from the Information Desk to allow staff to monitor activity in this area. The space should have more relationship to the adult spaces of the building than to the children's spaces.

Paperback and hardback books as well as magazines and audiovisual materials for teens will be shelved here. Comfortable seating is needed, including 4-place round tables and lounge chairs. For school assignments and serious study, many teens will also use the Library's second floor, where the reference and nonfiction book collections will be housed. The Group Study Rooms will also be a prime, though not exclusive, location in which teens will use the library.

The Teen Space should be open and accessible, an alcove rather than a separate room, to allow both acoustical separation and some level of visibility into the space. Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

A one-person staffing point is needed here, for optional staffing as needed during especially busy times.

Occupancy: 8 - 20

Sight lines to: 2.2 Circulation Desk

Proximity to: 3.8/3.9 Group Study Rooms

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer
Large screen television
Electrical and data port for laptop computers at each seat

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3.6 Teen Space, continued

Components:

	Qty		SF/unit	Total SF
seating, lounge chairs	4	seats	35.00	140
seating @ 4-pl tables, round	12	seats	22.00	264
television, large screen	1	TV	25.00	25
shelving, 72" display for teen paperbacks	3	sections	10.30	34
shelving, 84", for fiction books	9	sections	10.30	96
shelving, 66" browse bins for music CDs	1	sections	11.25	16
shelving, 84", for CDRom software	1	sections	11.25	7
shelving, 66", for new AV formats	1	sections	11.25	6
shelving, 84", sloping for magazine display	1	sections	10.30	10
computers, sit-down workstns	6	wkstns	35.00	210
networked printer	1	prtr	12.00	12
wall-mounted display boards for posters etc.				n.a.
staff desk (staffed during peak-use times)	1	desk	40.00	40
total				861

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3.7 First Floor Copier Area

114 sq. ft.

This space will contain two photocopy machines for the public, a change machine, a debit card dispenser, a bulletin board and a work counter with shelves above and a storage cabinet below.

This area needs to be visible from the main public path of travel and easy to find, somewhat separate for acoustical buffering but not an enclosed space.

A second set of copy machines will also be located on the second floor.

Occupancy: 1 - 3

Adjacencies: Main path of travel

Technology: Photocopy machines
Change machine
Debit card dispenser

Components:

	Qty		SF/unit	Total SF
copy machine	2	machines	36.00	72
change machine	1	machines	6.00	6
debit card dispenser	1	machines	6.00	6
storage cabinet, 39", w work counter & small eqpt	1	cabinet	30.00	30
total				114

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3.8	Group Study Room A	150 sq. ft.
3.9	Group Study Room B	150 sq. ft.

The Library needs several spaces in which small groups, both students and the general public, can work collaboratively on projects. These rooms need to be acoustically separate and outfitted with a conference table or smaller tables that can be used together or separately. Each space needs to accommodate up to six people and will be wired and cabled to allow laptop computer use, as needed (Library Plan of Service p. 7-8).

The rooms should be placed along major paths of travel in the public space. They also need to be monitored from the Circulation Desk. At least one wall of each room needs to be glass enclosed for visibility.

Proximity of at least one of these rooms to the Teens Area is desirable since teens will be some of the heaviest users of these spaces. Two additional small group study rooms will be located on the second floor.

Occupancy: 2 - 6 each

Sight lines from: 2.2 Circulation Desk

Proximity to: 3.6 Teen Space

Technology: Electrical and data port for laptop computers at each table

Components of each room:

	Qty		SF/unit	Total SF
seating @ 2-pl tables	6	seats	25.00	150
total				150

	Qty		SF/unit	Total SF
seating @ 2-pl tables	6	seats	25.00	150
total				150

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4.1 Children's New Books & Magazines

154 sq. ft.

Shelving in this space will spotlight new and exciting books, videos, music CDs and other items (Library Plan of Service p. 8). It needs to be bright and attractively designed and highly visible from the main path of travel toward the children's area. It will include 66" high display shelving for popular children's books and magazines, with the magazines and many books displayed face-out.

Above the shelving, wall-mounted display boards are needed to provide a high-profile space for staff to mount attractive exhibits of children's art, crafts or similar eye-catching displays. In addition, one glass-enclosed exhibit case is needed here to show off children's art and crafts, collectibles and other displays to catch the interest and imagination of children who visit the Library.

Occupancy: 5 - 10

Adjacencies: 4.5 Children's Audiovisual Collection

Sight lines to: 4.2 Children's Services Desk

Technology: Electrical and data ports for laptop computers at each seat

	Qty		SF/unit	Total SF
seating @ 2-place tables	4	seats	25.00	100
shelving, 66" display for J new books	2	sections	11.25	28
shelving, 66" sloping for J magazines	1	sections	11.25	14
exhibit case, glass-enclosed, 4' x 4' x18", wall mounted	1	cases	12.00	12
wall-mounted display boards for posters etc.			n.a.	n.a.
total				154

Components:

4.2 Children's Desk & Reference Collection

586 sq. ft.

The Children's Desk is the second public service point on the first floor of the Library. It must be prominently visible to visitors as they enter the children's area. The staff member stationed at the desk need to be able to survey as much as possible of the children's area open access space.

This is a one-person desk at adult sit-down height. The desk needs to meet the specifications outlined in this report's *General Design Considerations: Service Desks*.

The reference book collection for children will be adjacent to the desk, on 66" high shelving, with several 4-place tables nearby. This space is envisioned as a prime location for children to do their homework.

A copy machine will be located here, for the use of children and their parents.

Occupancy: 5 - 30

Adjacencies: 4.3 Computers for Children

Sight lines to: All Children's Services Spaces
Entrance to Children's area
2.2 Circulation Desk

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset
Photocopy machine
Electrical and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
staff positions	1	position	60.00	60
seating @ 4-pl tables	16	seats	25.00	400
shelving, 66" for J reference books	8	sections	10.30	86
copy machine	1	machines	40.00	40
total				586

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4.3 Computers for Children

304 sq. ft.

This space will contain eight sit-down computer workstations and one networked printer for children and their families to use (Library Plan of Service p. 18). This equipment must be adjacent to, or easily monitored from the Children's Services Desk and oriented so that staff can identify those who need help. The equipment also needs to be arranged to avoid screen glare. Often, two or three children will sit facing a monitor, so generous space is required at each workstation.

Occupancy: 4 - 12

Adjacencies: 4.2 Children's Services Desk

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Components:

	1	Qty		SF/unit	Total SF
computers, sit-down workstns		8	wkstns	35.00	280
networked printers		1	prtr	12.00	12
supply cabinet, low, for computer supplies		1	cabinet	12.00	12
total					304

Shasta County Redding Main Library
Building Program

4.4 Children's Circulating Books

2,699 sq. ft.

This space will contain the shelving for the Library circulating books for children (Library Plan of Service p. 8). Several collections will be housed here: fiction and genre, paperbacks, nonfiction and biographies. Each one of these collections needs its own identity to allow children to easily find the types of book they need. All shelving will be 66" high for easy access. Seating at 4-place tables for reading and study by elementary and middle school age children will be interspersed through the shelving.

Occupancy: 10 - 35

Sight lines to: 4.2 Children's Services Desk

Technology: Electrical and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl tables	16	seats	25.00	400
shelving, 66" for J fiction	53	sections	11.25	591
shelving, 66" for J genre	18	sections	11.25	202
shelving, 66" for J nonfiction	121	sections	11.25	1,365
shelving, 66" for J large type	3	sections	11.25	28
shelving, 66" display for J paperbacks	10	sections	11.25	113
total				2,699

Shasta County Redding Main Library
Building Program

4.5 Children's Audiovisual Media

314 sq. ft.

This area will be a major magnet for children and their families (Library Plan of Service p. 8). It will offer videos, DVDs, music compact discs, books on tape and on CD, AV kits and other media collections for children in 66" high AV display and browsing bin shelves. This will be a high-use, busy space with strollers and family groups with small children browsing through the shelves. It will be important to provide wide aisles between the shelving and clear visibility from the Children's Services Desk. Adjacency to the Children's New Books space is also important.

Occupancy: 6 - 16

Adjacencies: 4.1 Children's New Books & Magazines

Sight lines from: 4.2 Children's Services Desk

Components:

	Qty		SF/unit	Total SF
shelving, 66" with 6" deep sh for J videos & DVDs	7	sections	11.25	73
shelving, 66" AV browsing sh for J music CDs	7	sections	11.25	81
shelving, 66" for audio books & bks on CD	3	sections	11.25	35
shelving, 66" w hangup rods for AV kits	9	sections	11.25	103
shelving, 66" for CDRoms	1	sections	11.25	12
shelving, 66", AV browsing for new AV formats	1	sections	11.25	9
total				314

Shasta County Redding Main Library
Building Program

4.6 Children's International Languages

290 sq. ft.

This space will contain books, magazine and audiovisual materials for children in languages other than English. It will correspond to the International Languages area for adults. Children from families whose native languages are not English as well as their parents and other adult family members will seek out this space. It needs to be clearly recognizable, to ensure easy access by new Library visitors. The space should include generous wall display space for exhibits of art, crafts and images from around the world.

Occupancy: 4 - 12

Sight lines to: 4.2 Children's Services Desk

Technology: Electrical and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl tables	4	seats	25.00	100
seating @ 2-person lounge chairs	2	seats	40.00	80
shelving, 66" for J languages bks	6	sections	11.25	68
shelving, 66" for recreational AV media	1	sections	11.25	16
shelving, 66" w hangup rods for language learning	0.5	sections	11.25	5
total				290

Shasta County Redding Main Library
Building Program

4.7 Picture Books

2,449 sq. ft.

This space will be devoted to serving the Library's youngest clientele: babies, toddlers, preschoolers and younger elementary school age children as well as their parents and caregivers. Located in a highly visible space within the Children's Services area, it needs to be child-friendly, safe and secure and acoustically separated from the areas for adults. It needs to be laid out so that it "contains" its visitors, preventing young children from wandering away unattended. There must be a clear line of sight into this space from the Children's Desk.

This space needs a comfortable ambience in which families can enjoy finding and reading books together (Library Plan of Service p. 8). Window seating as well as 2-person lounge chairs will be located here so parents may sit and read with their young children. The toddler table and chairs in this area need to be dimensioned for use by young children, the tables 20" to 22" from the floor to the bottom of the table and chairs only 12" to 14" from the floor to the top of the chair seat

The space will be adjacent to a storytelling area in which audiences of up to 40 young children and their parents can congregate. An easy flow between the two areas is crucial.

Occupancy: 10 – 60 (during storytelling programs)

Adjacencies: 4.11 Family Restroom

Sight lines to: 4.2 Children's Services Desk
4.8 Storytelling and Programming Space

Technology: Public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl tables, round, for toddlers	12	seats	25.00	300
seating @ 2-person lounge chairs	4	seats	40.00	160
window seating	8	seats	40.00	320
shelving, 45", for picture bks	128	sections	11.25	1,444
computers, stand-up workstns	1	wkstns	25.00	25
open play space for toddlers	n.a.			200
total				2,449

Shasta County Redding Main Library
Building Program

4.8 Storytelling and Programming Space

456 sq. ft.

This space will be a dedicated open area for storytelling, in which children's staff will present storytelling programs on a regular basis to audiences of up to 40 children and their parents or caregivers.

The area must be carpeted since children will sit on the floor while they listen to the stories. Although the room should be considered an open access area, it may be useful to design the space with sliding pocket doors to allow some acoustical enclosure during programs.

An allowance for parking strollers both during and after programs should be considered.

Adjacencies: 4.9 Programming Storage
 4.9 Parents Area
 4.12 Children's Outdoor Reading Garden

Sight lines to: 4.2 Children's Services Desk
 4.7 Picture Books
 4.11 Family Restroom

Technology: Wiring to accommodate a mobile TV/video playback unit
 (stored in Children's Programming Storage)

Components:

	Qty		SF/unit	Total SF
floor seating	40	spaces	10.00	400
stroller parking	6	strollers	6.00	36
stage	1			20
total				456

Shasta County Redding Main Library
Building Program

4.9 Children's Programming Storage

94 sq. ft.

An enclosed, lockable storage room is needed adjacent to the Storytelling Space to house programming supplies and props. Shelving for storytelling books, puppets, AV equipment and other items will be kept here.

Occupancy: none

Adjacencies: 4.8 Storytelling and Programming Space

Components:

	Qty		SF/unit	Total SF
industrial shelves for puppets, props etc.	4	sections	10.30	41
shelving, 84" for programming coll	4	sections	10.30	41
portable AV cart	1	cart	12.00	12
total				94

Shasta County Redding Main Library
Building Program

4.10 Parents Area

200 sq. ft.

This space will be targeted at parents, educators and other adults who are responsible for the care of young children (Library Plan of Service p. 8). A collection of books on parenting, education and related topics will be found here. Adjacency to the storytelling area is needed to give parents who do not participate in the program a place to wait for their children until the program is over.

Occupancy: 1 - 4

Adjacencies: 4.8 Storytelling and Programming Space

Sight lines to: 4.11 Family Restroom

Technology: Electrical and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl tables	4	seats	25.00	100
seating, lounge chairs	2	seats	35.00	70
shelving, 66" for parenting books	2	sections	11.25	22
shelving, 66" sloping for J magazines	1	sections	11.25	8
total				200

Shasta County Redding Main Library
Building Program

4.11 Family Restroom in GSF

A single-occupancy restroom is needed, adjacent to the Picture Books and Storytelling spaces, for convenient use by a parent and child.

- Adjacencies: 4.7 Picture Books
- Sight lines to: 4.2 Children's Services Desk
- 4.8 Storytelling and Programming Space

4.12 Children's Outdoor Reading Garden

N.A.

During periods of good weather, a secure, enclosed outdoor reading patio adjacent to the children's services area is desirable, both as an adjunct to the Storytelling Area and as additional seating area for parents and children who are reading together, with child-friendly bench seating and low-maintenance landscaping.

The patio must be clearly monitored from the interior of the children's service area.

Adjacencies: 4.8 Storytelling and Programming Space

Shasta County Redding Main Library
Building Program

5.1 Circulation Supervisor's Office

117 sq. ft.

The circulation supervisor's office needs to be located adjacent to the Circulation Desk and first floor staff workroom and adjacent or easily accessible from the library's public space. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, three guest chairs and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Proximity to the Circulation Desk includes allowing the supervisor to easily manage the ongoing operations at that service point and to be available to staff, if needed.

Occupancy: 1 - 2

Adjacencies: 2.2 Circulation Desk
5.2 First Floor Staff Workroom

Sight lines to: 2.3 Sorting and Returns

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

	Qty		SF/unit	Total SF
desk, task chair & 3 guest chairs	1			50
credenza	1			28
computer etc	1			n.a.
shelving, 84"	2	section	10.30	21
lateral file	1		18.00	18
total				117

5.2 First Floor Staff Workroom

791 sq. ft.

This space and the adjacent Sorting & Returns Area will be the principal work location for Circulation and Children's Services staff whenever they are not helping the public in the Library's public spaces. Attention to traffic patterns for both people and book trucks, as well as acoustical and lighting considerations, will be crucial to the success of this work space.

The space needs to accommodate four modular office workstations for staff, approximately 7' x 7' each, and six open work counter stations. Pages and other part time staff as well as volunteers will also work in this space, either at the open work counter stations or at the worktables.

The following additional furniture and equipment will be needed in this space:

- One 8'x3' work table with four task chairs, for library aides or volunteers to do assorted tasks, such as mending books, collating or folding flyers, etc.
- A photocopier and fax machine (located on the work counter).
- Eight sections of wall-mounted 84" high shelving for holding damaged items, new materials, etc.
- A work counter with shelves above and below
- A bulletin board and a white board, all wall-mounted
- Book truck parking space to accommodate 8 trucks (most trucks will be housed in the Returns Area, adjacent).
- One supply cabinet for Circulation and two for Children's staff

See also this report's *General Design Considerations: Staff Workstations* for the office workstation dimensions and specifications.

This will be a high traffic area with continual movement of book trucks, delivery bins and other materials between this space and other parts of the Library. The entrances to this space need to be extra wide, designed so that doors are unnecessary between this and adjacent spaces. The staff workspace should be shielded from view at the Circulation Desk. The Friends of the Library will have a separate sorting area.

There needs to be an entrance into the space from the Circulation Desk and from the open public area, so that staff may move back and forth quickly and conveniently between their work space, the service desk and the public area.

Occupancy: 3 - 12

Adjacencies: 2.2 Circulation Desk
2.3 Sorting & Returns
5.1 Circulation Supervisor's Office

Near to: 7.11 Staff Break Room and Lockers
7.12 Staff Restroom

Shasta County Redding Main Library
Building Program

5.2 First Floor Staff Workroom, continued

Technology: PC workstations at each staff desk, including CPU, monitor,
 keyboard, printer and mouse
 Telephone handsets at each staff desk
 Photocopy machine
 Telefacsimile machine

Components:

	Qty		SF/unit	Total SF
modular office workstations, 7' x 7' + 25% circ:				
for circulation staff	2	wkstns	61.25	123
for children's staff	2	wkstns	61.25	123
shared modular workstations, 6 x 6 + 25% circ				
for circulation staff	2	wkstns	45.00	90
for children's staff	4	wkstns	45.00	180
sections full-ht shelving				
for circulation staff	4	sections	10.30	41
for children's staff	4	sections	10.30	41
work counter, 8'x3', lat files below & cabinet above	1	files	40.00	40
bulletin board, white board	2	boards	n.a.	0
work table w 4 chairs for volunteers/staff	1	table	30.00	30
supply cabinet, 2-door, for lockable storage				
for circulation staff	1	cabinet	20.00	20
for children's staff	2	cabinet	20.00	40
book truck parking	8	trucks	8.00	64
total				791

Shasta County Redding Main Library
Building Program

6.1 Library Administration Reception Area

432 sq. ft.

This office will act as an initial point of contact for Library volunteers, sales representatives, Library Friends and Library Foundation board members, government officials and many others who have business with the Library. A reception desk here will be staffed during business hours and the Library's volunteer coordinator will meet with both prospective and returning volunteers in this area.

Its staff will also serve as a central support area for all Library staff, managing distribution of supplies, mail, paychecks and other personnel matters. Visitors to the Director or Assistant Director will be able to wait here to meet with them.

Adjacencies: 6.2 Library Director's Office
 6.3 Assistant Director's Office

Sight lines to: Main path from travel from Public Entrance
 6.4 Conference Room

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

	Qty		SF/unit	Total SF
reception desk/workstation for exec office asst, 8 x 7	1	desk	70.00	70
workstation for volunteer coordinator, 8 x 7	1	desk	70.00	70
workstation, 6 x 6	1	desk	45.00	45
visitor seating	4	seats	20.00	80
table, 1-place for volunteer intake	1	table	25.00	25
lateral files	4	files	15.00	60
copy machine	1	machine	36.00	36
work counter, 8'x3', lat files below & cabinet above	1	counter	40.00	40
fax machine (on work counter)	1	machine	n.a.	n.a.
display unit for Library brochures	1	units	6.00	6
total				432

Shasta County Redding Main Library
Building Program

6.2 Library Director's Office

202 sq. ft.

This space is the office of the Library Director. It will function both as the director's office and as a semi-public space for meetings and conferences with Library visitors. It should be located, therefore, adjacent to the staff work area as well as directly and easily accessible from the library's public space. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, one guest chair, a conference table and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 3

Adjacencies: 6.1 Library Administration Reception Area
Public Space generally

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Sight lines to: 6.3 Assistant Director's Office

Components:

	Qty		SF/unit	Total SF
desk, task chair & guest chair	1			50
credenza	1			28
round conference table & 4 chairs	4	seats	22.00	88
computer etc	1			n.a.
shelving, 84"	2	section	10.30	21
lateral file	1		15.00	15
total				202

Shasta County Redding Main Library
Building Program

6.3 Assistant Library Director's Office

116 sq. ft.

The Assistant Director will provide backup to the Director, meeting visitors when the Director is absent, handling public complaints and personnel situations, as needed. The Assistant Director's office needs to be located adjacent to the Library Administration Reception Desk and adjacent or easily accessible from the library's public space. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, one guest chair and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Adjacencies: 6.1 Library Administration Reception Area
Public spaces generally

Sight line to: 6.2 Library Director's Office

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

	Qty		SF/unit	Total SF
desk, task chair & guest chair	1			50
credenza	1			30
computer etc	1			n.a.
shelving, 84"	2	section	10.30	21
lateral file	1		15.00	15
total				116

Shasta County Redding Main Library
Building Program

6.4 Conference Room

480 sq. ft.

A mid-sized conference room is needed, in addition to the Community Meeting Room, for use by Library staff, Library Foundation, other government agencies and the public. The conference room should be accessible from the first floor public space as well as from the Library Administration Reception Area.

This space needs to seat as many as 18. Two conference tables that can be ganged together are needed, as well as a credenza for storage of supplies, wall-mounted white boards. The room needs to be wired and cabled for multimedia presentations, with Internet access.

Sight lines to: 6.1 Library Administration Reception Area

Technology: AV projection screen, ceiling mounted,
for Powerpoint™ presentations, video

Components:

	Qty		SF/unit	Total SF
2 conference tables with 18 seats	18	seats	25.00	450
credenza	1		30.00	30
white boards, wall-mounted	2		n.a.	n.a.
total				480

Shasta County Redding Main Library
Building Program

7.1 Technical Services Manager's Office

116 sq. ft.

The technical services manager's office needs to be located adjacent to the Order Unit and Cataloging staff work areas. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, three guest chairs and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Adjacencies: 7.3 Order Unit
 7.4 Cataloging

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
 Telephone handset

Components:

	Qty		SF/unit	Total SF
desk, task chair & 3 guest chairs	1			50
credenza	1			30
computer etc	1			n.a.
shelving, 84"	2	section	10.30	21
lateral file	1		15.00	15
total				116

7.2 Receiving and Deliveries

516 sq. ft.

The Library is and will continue to be a major node in the North State Cooperative Library System delivery network. This network delivers 1,000s of books, magazine articles, AV materials and other items to libraries in thirteen counties throughout superior California. Three North State delivery vans stop regularly at the Redding Library to deliver and pick up requested materials. At times, two vans converge at the Library at once, to transfer materials between delivery routes.

The Shasta County Library and several local school districts are developing an outreach program to deliver materials to remote areas of the county through an innovative system of school site-based service outlets. A pilot program is being planned that will eventually be replicated to cover the entire county. The delivery and receiving area in the Library needs to support this outreach program. The spaces outlined below will provide the County delivery and the North State Cooperative deliveries with the equipment and space needed to perform their functions efficiently and effectively.

Both delivery networks will use stacking delivery tote bins that can carry loads up to 30 pounds. Staff at each delivery site will load the bins and stack them for pick up by the delivery drivers. At the Redding Library, the drivers will unload incoming stacks of bins on hand dollies, sort materials between bins in the Deliveries area and re-load their vehicle with packed tote bins.

Adjacencies:	7.3	Order Unit
	7.6	Staff and Deliveries Entrance
	7.7	Supplies and Equipment Storage

Technology:	Telephone handset
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Shasta County Redding Main Library
Building Program

7.2 Receiving and Deliveries, continued

Components:

	Qty		SF/unit	Total SF
Shasta Co Library deliveries:				
mail & delivery sorting counter, s/s, 10' x 2.5'	1	counter	50.00	50
sorting space for delivery tote bins	6	bin sacks	6.00	36
shelving, industrial, to sort & process deliveries, 4'x18"	4	sections	15.00	60
clear floor space for receiving & unpacking shipments				35
waste receptacle, large	1	units	10.00	10
recycling pick-up area				30
mail sorter, 50-box capacity, wall-mounted	1	units	15.00	15
lockable storage				36
North State Coop deliveries:				
mail & delivery sorting counter, s/s, 8' x 2.5'	2	counter	40.00	50
sorting space for delivery tote bins	12	bin sacks	6.00	72
shelving, industrial, to sort & process deliveries, 4'x18"	6	sections	12.00	72
clear floor space for receiving & unpacking shipments				50
total				516

Shasta County Redding Main Library
Building Program

7.3 Order Department

425 sq. ft.

Technical Service staff assigned to process incoming materials ordered for the collection will work in this space. After new materials arrive at Receiving and are opened, they will be brought here to be checked against packing slips and purchase orders. Materials will be placed on book trucks and made ready for cataloging and/or simple processing. Generous traffic aisles are needed here to allow efficient movement of loaded trucks on a constant basis. Each of the four modular workstations needs a computer workstation, with a networked printer for the unit.

This staff will prepare invoices for payment and will work with the Library Administration staff on a regular basis.

Adjacencies: 7.2 Receiving and Deliveries
 7.3 Cataloging
 7.8 Supplies & Equipment Storage

Technology: PC workstations at each staff desk, including CPU, monitor,
 keyboard, printer and mouse
 Telephone handsets at each staff desk

Components:

	Qty		SF/unit	Total SF
modular workstations, 8 x 8 + 25% circ	4	wkstns	80.00	320
book truck parking	6	trucks	8.00	48
shelving, 84"	2	sections	10.30	21
lateral files	2		18.00	36
total				425

Shasta County Redding Main Library
Building Program

7.4 Cataloging

399 sq. ft.

Many of the Library's new books and AV materials will be cataloged in this area. The staff assigned here, therefore, each need a computer workstation at their desks. The materials being cataloged will travel through the area on book trucks. There needs to be generous aisle widths, therefore, to accommodate the constant movement of this material. Each workstation has been sized to allow two book truck parking spaces in each.

Adjacencies: 7.3 Order Department
 7.5 Processing and Mending

Technology: PC workstations at each staff desk, including CPU, monitor,
 keyboard, printer and mouse
 Telephone handsets at each staff desk

Components:

	Qty		SF/unit	Total SF
modular workstations, 8 x 8 + 25% circ	3	wkstns	80.00	240
shared modular workstations, 6 x 6 + 25% circ	2	wkstns	45.00	90
book truck parking	6	trucks	8.00	48
shelving, 84"	2	sections	10.30	21
total				399

Shasta County Redding Main Library
Building Program

7.5 Processing and Mending

465 sq. ft.

Staff in this area will physically process the new materials that flow into the Library. They will also repair and mend damaged items, as appropriate. It will be an area in which much physical labor takes place, so furniture, equipment and space layout must be ergonomically designed. Work tables with controls for raising and lowering work surface height, shelving and supply cabinets well-positioned for lifting and bending activity, and other considerations need to be paramount in the design of this space.

Adjacency to the Library's central supplies area is important, since this work unit may be charged with maintaining and dispensing the supplies inventory.

Adjacencies: 7.4 Cataloging

Technology: PC workstation at lead processor's desk, including CPU, monitor, keyboard, printer and mouse
Telephone handsets at lead processor's desk

Components:

	Qty		SF/unit	Total SF
modular workstations, 8 x 8 + 25% circ for lead processor	1	wkstns	80.00	80
processing work tables, 8 x 3, w shelves above & below	4	tables	40.00	160
double sink, commercial grade	1	sink	12.00	12
supply cabinet, 2-door, for lockable storage	1	cabinet	20.00	20
shelving, industrial, for supplies, 80"	4	sections	15.00	60
work table with paper cutter	1	table	18.00	18
shelving, 84", for temp storage of new & mended items	6	sections	10.30	62
book truck parking	6	trucks	8.00	48
mylar dispenser, wall-mounted	1	units	5.00	5
total				465

Shasta County Redding Main Library
Building Program

7.6 Staff/Deliveries Entrance & Lockers

114 sq. ft.

This entrance will serve Library staff, custodial and delivery personnel, both Shasta County Library and North State Cooperative Library System staff. If possible, consider two separate doors, one for staff egress and another for delivery personnel.

The space needs to be adjacent to Receiving and Deliveries, Sorting & Returns and to the Supplies and Equipment Storage space. Thirty -six lockers are needed in this area, stacked 2 high, for Library staff and for volunteers. A coat rack for staff and volunteers to hang up coats and leave umbrellas is needed here also.

The space needs an extra wide door and an overhang at the entrance to protect the area during inclement weather.

Occupancy: 0 – 2

Adjacencies: 1.6B Friends Donation Sorting Work Area
7.2 Receiving and Deliveries
7.9 Supplies and Equipment Storage

Technology: Building Intrusion Alarm controls

Components:

	Qty		SF/unit	Total SF
extra-wide door	1			n.a.
lockers, half-height @ 5 sf ea stack	36	lockers	2.50	90
coat closet or coat rack @ 8' long	1	closet	24.00	24
bulletin boards for staff notices, emergency procedures			n.a.	n.a.
total				114

7.7 Loading Dock and Garage

N.A.

The extensive delivery networks that will emanate from the Library, described in Space 7.2, will require appropriate vehicle parking and on-loading and off-loading facilities. Both the County Library and the North State Cooperative deliveries will utilize small panel vans. The deliveries will be shipped in delivery tote bins that are covered and stackable, each with load of no more than 30 pounds. Staff at each location will load these tote bins and stack them for pick up by the delivery drivers.

It is crucial that the path of travel between the vehicle bed and the Deliveries area is level. Drivers will be moving stacks of as many as 4 tote bins at a time, on hand dollies. For safety and ergonomic reasons, the drivers need to be able to unload and load their vehicles without the need to go up or down stairs.

During the design phase, the height of the loading dock needs to be coordinated with the dimensions of the vehicles in use.

The loading dock and as much of the parking area as possible needs to be enclosed or weather-protected by means of an overhang.

Adjacencies: 7.2 Receiving and Deliveries
 7.6 Staff and Deliveries entrance

Components:

	Qty		SF/unit	Total SF
parking for Library & No State CLS delivery vehicles	4	spaces		n.a.
parking for vendors & maintenance staff	2	spaces		n.a.
loading dock				n.a.
total				n.a.

7.8 Supplies & Equipment Storage

323 sq. ft.

This storage area, adjacent to the Receiving and Deliveries area and to the Order Department, will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, mending and cleaning supplies, computer and copy machine supplies and other items needed to maintain operations. The space will also act as a temporary storage area for incoming materials that are waiting for processing. These will be stored within a locked cage in this space. The supplies will be stored on full height shelving, in a supply cabinet or stacked in boxes on the floor.

There will also be storage space in the Community Meeting Room and its kitchen for meeting supplies, storage adjacent to the Storytelling Space for children's programming supplies as well as separate custodial and building maintenance supply areas.

Occupancy: 0 - 2

Adjacencies: 7.2 Receiving and Deliveries
7.3 Order Department

Components:

	Qty		SF/unit	Total SF
shelving, 84"	10	sections	10.30	103
shelving, industrial, 80" x 4' x 18"	10	sections	12.00	120
clear floor space for box storage	n.a.			100
total				323

Shasta County Redding Main Library
Building Program

7.9 Automation and Telecommunications Support

401 sq. ft.

City and Library staff assigned to support and maintain the Library's technology equipment and infrastructure need workspace adjacent to an enclosed Computer Room. In this space they will perform their duties, which will range from preparing technical documentation for equipment and software to repairing equipment to writing specifications.

Equipment will be moved in and out of this space frequently, for installation or repair. Good proximity to the Deliveries Entrance as well as to the elevator that leads to the Library's second floor is essential.

Adjacencies: 7.10 Computer/Telecom Room

Proximity to: 7.6 Staff/Delivery Entrance
Staff Elevator

Technology: PC workstation at each staff desk, including CPU, monitor, keyboard, printer and mouse
Telephone handsets at each staff desk

Components:

	Qty		SF/unit	Total SF
modular workstations, 8 x 8 + 25% circ	2	wkstns	80.00	160
workbench for equipment repair, 10 x 3	1	bench	50.00	50
shelving, industrial for equipment storage	4	sections	15.00	60
shelving, 84" for supplies and manuals	4	sections	10.30	41
modular office workstations, 6' x 6' + 25% circ:	2	wkstns	45.00	90
total				401

Shasta County Redding Main Library
Building Program

7.10 Computer/Telecom Room

293 sq. ft.

This space will provide a secure area for computer head-end and telecommunications equipment housed in the library, centrally located within the building for efficiency in running wire and cable. The space needs to be outfitted to support a high and ever-increasing level of technology, with raised access flooring, independent environmental controls for air conditioning in case the building's primary HVAC malfunctions, as well as an uninterruptable power supply and a dry-action, or equivalent, fire suppression system to minimize the threat of water intrusion into the space.

During the design phase of the project, actual dimensions and layout of equipment need to be reviewed with automation staff prior to design of the room.

Extra wide doors into the space will be needed to expedite installation of heavy equipment over time.

Adjacencies: 7.9 Automation and Telecommunications Support

Technology: PC workstation at staff desk, including CPU, monitor, keyboard, printer and mouse
Telephone handset
Telephone system and patch panels
Intrusion alarm system control panel
Fire alarm control panel
Public address system control panel and amplifier
CATV/satellite distribution system equipment
Computer network equipment fire servers
Uninterruptible power source (UPS)

Components:

	Qty		SF/unit	Total SF
computer equipment space				150
equipment racks, 7'h x 1.5'w x 2.5'd	6	racks	8.00	48
modular office workstations, 6' x 6' + 25% circ:	1	wkstns	45.00	45
clear floor space				50
total				293

Shasta County Redding Main Library
Building Program

7.11 Staff Break Room

397 sq. ft.

This area is for Library staff to use for meals and coffee breaks. Volunteers will also be allowed to use the space to take meal breaks and to rest. The space needs both individual and table seating, with a quiet ambience with sufficient space for several individuals to enjoy the space without disturbing each other. It should be reasonably adjacent to the first floor Staff Workroom and to Technical Services. A telephone for staff use will be installed within this space.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the Library to prevent cooking smells from being dispersed through other parts of the facility.

This space needs to be within the staff-only zone of the first floor, so that staff can go to and from the Break Room without travel through public space.

Occupancy: 0 - 12

Proximity to: 5.2 First Floor Staff Workroom
7.0 Technical Services generally

Technology: Telephone handset

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl round tables	12	seats	22.00	264
seating @ sofa	2	seats	25.00	50
kitchen w/ microwave, stove, sink & counter 6'L & cabinets, full ht refrigerator	1			75
bulletin board	1			n.a.
recycling containers	2		2.00	4
waste containers	2		2.00	4
total				397

7.12 Staff Restrooms

in GSF

A minimum of two single occupancy staff restrooms are needed, adjacent to the Staff Break Room and reasonably close to the First Floor Staff Workroom and to Technical Services.

The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Each restroom requires a towel dispenser, a parcel/purse shelf, coat hanger and bench for changing clothes.

See also the *General Design Considerations* section of this report for specifications of restrooms.

Adjacencies: 5.2 1st Floor Staff Workroom
7.0 Technical Services space generally

7.13 Custodial Closet/Supplies

in GSF

The Library needs a custodial supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within it for storage of chemicals or potentially hazardous materials (at whatever size meets local ordinances).

The restrooms also require a custodial closet with a mop sink, either elevated or at floor level.

A custodial supplies closet is also required on the second floor.

Adjacencies: 1st Floor Public Restrooms

Shasta County Redding Main Library
Building Program

7.14 Building Maintenance Storage

100 sq. ft.

This space is required for storage of building maintenance supplies, including lighting fixtures and ballasts, carpet tiles, if needed, ceiling tiles and other items needed to efficiently maintain the building. Four sections of industrial shelving, 4' x 2', along one wall are needed as well as clear floor space for box storage.

The area should be near to the Staff/Deliveries Entrance.

Shasta County Redding Main Library
Building Program

8.1 Information Desk

217 sq. ft.

This desk will be the only public service point on the Library's second floor. The desk needs to be clearly visible and easily approached by visitors as they enter the second floor, either by elevator or stairs. This will be a two-person desk. Low reference book shelving should be placed directly adjacent for frequently used reference tools. The desk will be staffed every hour the library is open.

Staff must be able to move quickly from the desk to the public access computers and to the reference and circulating book collections. The features and configuration of the desk need to comply with the specifications described in this report's *General Design Considerations: Service Desks*, to ensure that the drawers, files and other needed components are included. The desk will be equipped with computers, printer and telephone.

The reference collection stacks need to be adjacent. Line of sight adjacency from the desk to as many as possible of the public spaces is crucial.

Occupancy: 2 - 4 public; 1 - 2 staff

Adjacencies: 8.2 Reference Collection
8.5 Public Access Computers

Sight lines to: Second floor public spaces generally

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset
Self checkout machine (PC workstation networked to Library online system, laser scanner, materials theft detection desensitizer)

Components:

	Qty		SF/unit	Total SF
staff positions	2	positions	60.00	120
shelving, 66" for at-desk reference	4	sections	11.25	45
express self-checkout units	1	units	40.00	40
exhibit cases, glass-enclosed, 4' x 4' x18", wall mounted	1	cases	12.00	12
total				217

Shasta County Redding Main Library
Building Program

8.2 Reference Collection

1,647 sq. ft.

This space contains the adult reference book collection, on 84" and 45" high shelving. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help all customers with their research. Seating at 4-place tables, a microfilm reader/printer and two atlas cases will also be located here for the use of students and researchers.

This area, and much of the second floor, will be quiet spaces for serious or long-term reading or work. The paths of travel through the space need to skirt the space, so that passersby do not distract those using the reference collections.

Occupancy: 8 - 20

Adjacencies: 8.1 Information Desk
8.6 Adult Nonfiction Books

Technology: Microfilm reader/printer
Electrcial and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl tables	12	seats	25.00	300
atlas stand	2	unit	36.00	72
shelving, 84" for reference books	49	sections	10.30	507
shelving, 45" for reference books	56	sections	10.30	575
shelving, 84", for telephone directories	6	sections	10.30	62
microfiche cabinets, for documents	4	cabinets	18.00	72
lateral files	4	files	15.00	60
total				1,647

Shasta County Redding Main Library
Building Program

8.3 Boggs Collection / Local History

1,229 sq. ft.

The Boggs Collection and other local history materials will provide a focal point for information and displays about the heritage of Shasta County and the greater Redding community, its history and its environment (Library Plan of Service p. 10). Freestanding and wall-mounted locked display cases are needed here to accommodate displays of photographs and other visual materials. Care must be taken in the design of these cabinets to ensure proper environmental conditions for display of fragile material. The Library has several items of historic interest that need to be displayed appropriately in this space: a bronze bust, a freestanding oak card catalog cabinet, a wall-mounted triptych and some pieces of antique furniture. During the design phase, the architects should consult with the Library staff regarding the dimensions and display requirements of these items.

The space will also contain shelving to house local history books, environmental studies and documents, photo albums and other materials. The Library's California Indian Collection will be housed here, in lateral files.

This space is meant to be a special area that honors the community. It should be an open access area, not enclosed. Lounge seating and study tables will also be located here.

Occupancy: 2 - 6

Adjacencies: 8.4 Genealogical Research

Sight lines to: 8.1 Information Desk

Components:

	Qty		SF/unit	Total SF
shelving, 84" for reference books	32	sections	10.30	327
map cases/flat files	4	cases	36.00	144
lateral files for CA Indian Collection	3	files	18.00	54
lateral files for historic photos & ephemera	2	files	18.00	36
seating @ 4-pl tables	16	seats	25.00	400
seating, lounge chairs	4	seats	35.00	140
display cases, glass-enclosed, wall-mounted	2	cases	24.00	48
display cases, glass-enclosed, freestanding	2	cases	40.00	80
total				1,229

Shasta County Redding Main Library
Building Program

8.4 Genealogical Research Collection

674 sq. ft.

The Library will be a center for individuals researching their family histories. A reference collection of books and journals on genealogy will be housed here (Library Plan of Service p. 10). Several microfilm reader/printers for use by genealogists who have borrowed newspapers and historical records on microfilm to assist them in their research.

Adjacency of this space to the local history collection is important due to overlap in coverage between these collections. Volunteers from the county genealogy society will staff the collection on a regular basis and provide assistance to researchers.

Adjacencies: 8.3 Boggs Collection/Local History

Technology: Public access computer workstations (sit-down), including CPU
vertically mounted beneath work surface, monitor, keyboard, mouse
and printer
Microfilm reader/printer
Electrical and data ports for laptops at each seat

Components:

	Qty		SF/unit	Total SF
shelving, 84" for reference books	13	sections	10.30	139
computers, sit-down workstns	2	wkstns	35.00	70
networked printer	1	prtr	12.00	12
microfilm reader/printers	3	wkstns	35.00	105
microfilm cabinets	6	cabinet	18.00	108
seating @ 4-pl tables	8	seats	25.00	200
staff/volunteer desk	1	desk	40.00	40
total				674

Shasta County Redding Main Library
Building Program

8.5 Public Access Computers – Second Floor

561 sq. ft.

These workstations will serve the Library's second floor visitors. They should be placed near to the Information Desk, to allow staff to help new users, as needed, and to monitor behavior. The computers should be clustered, either as one group of 15 machines or in two groups, for the convenience of Library users (Library Plan of Service p. 18).

The computers in the Technology Training Center will also be made available for general use whenever training is not in session.

Adjacencies: 8.1 Information Desk

Technology: Public access computer workstations (sit-down), including CPU
vertically mounted beneath work surface, monitor, keyboard, mouse
Networked printers

Components:

	Qty		SF/unit	Total SF
computers, sit-down workstns	15	wkstns	35.00	525
networked printer	2	prtr	12.00	24
supply cabinet, low, for computer supplies	1	cabinet	12.00	12
total				561

Shasta County Redding Main Library
Building Program

8.6 Adult Fiction Books

2,626 sq. ft.

Hardback and paperback works of fiction will be shelved here, on 84" high shelving. Display shelving and slat-wall stack ends will be used in this area to allow spot highlighting of the collection and maximize the space's display and merchandising potential. The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Four stand-up public access computers will be distributed through the space, in highly visible locations adjacent to the shelving for the convenience of patrons looking for books in this area.

Mysteries and other genre fiction, as well as new fiction, will be shelved on the first floor, near the entrance, for quick and convenient browsing.

Occupancy: 10 - 30

Sight lines to: 8.1 Information Desk

Technology: Public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer
Electrical and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl tables	16	seats	25.00	400
seating, lounge chairs	4	seats	35.00	140
shelving, 84" sh for fiction	190	sections	10.30	1,953
shelving, 72" display sh for paperbacks	3	sections	10.30	33
computers, stand-up workstns	4	wkstns	25.00	100
total				2,626

8.7 Adult Nonfiction Books

4,810 sq. ft.

The nonfiction book collection and biographies, as well as young adult nonfiction titles, will be shelved here on 84" high shelves, with a maximum 6 shelves per section. Slat-wall stack ends will be used in this area to maximize the space's display and merchandising potential and display paperbacks. The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Eleven 4-place tables and four stand-up public access computers will be placed in this area for the convenience of patrons who are looking for books in this area.

Occupancy: 10 - 35

Adjacencies: 8.2 Reference Collection

Sight lines to: 8.1 Information Desk

Technology: Public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Electrical and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
seating @ 4-pl tables	44	seats	25.00	1,100
seating, lounge chairs	4	seats	35.00	140
seating @ 1-place tables	8	seats	25.00	200
computers, stand-up workstns	4	wkstns	25.00	100
shelving, 84" sh for nonfiction	296	sections	10.30	3,047
shelving, 84" sh for teen nonfiction	19	sections	10.30	200
shelving, 72" display sh for paperbacks	2	sections	10.30	23
				4,810

8.8 Quiet Study

560 sq. ft.

The Library needs an area designated for quiet individual reading and study, with appropriate one-place carrel seating (Library Plan of Service p. 13). This area needs to be within view of the path of travel but acoustically separate from the open public space, either through the use of a glass wall to enclose the space or through physical isolation from other areas.

This space will be the complement to the Group Study Rooms (on both floors) and the Teen Space (on the first floor), which support talking and a moderate amount of noise.

Carrels in this area, as in all other public areas, will be wired to allow customers to use laptops and other electronic devices at each seat.

Occupancy: 2 - 12

Sight lines from: Main path of travel
Electrical and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
seating @ 1-pl carrels	16	seats	35.00	560
total				560

Shasta County Redding Main Library
Building Program

8.9 Magazine & Newspaper Browsing

1,139 sq. ft.

This area is meant to be a quiet place in which current issues of the Library's magazines and newspapers for adults will be displayed for browsing. Current and back issues of newspapers will be housed in this space on shelves with Plexiglas hanging display inserts. Magazine and newspaper back issues will be shelved here in addition to the current issues (Library Plan of Service p. 5).

Armchair seating and a gas-log fireplace will make this a prime space for comfortable, quiet reading. Particular attention should be paid to this space's acoustics, lighting and general atmosphere. It should be set off from the main paths of travel through the building, with views to exterior landscaping.

Occupancy: 8 - 22

Sight lines to: Entrance to second floor and to main path of travel

Technology: Electrical and data ports for laptop computers at each seat

Components:

	Qty		SF/unit	Total SF
seating, lounge chairs	16	seats	35.00	560
seating @ 4-pl tables	12	seats	25.00	300
shelving, 84" sloping for magazine display	13	sections	10.30	129
shelving, 84" for magazine backfiles	9	sections	10.30	92
shelving, 84" for newspaper display & current issues	1	sections	10.30	13
shelving, 84" for newspaper backfiles	2	sections	10.30	20
fireplace	1		25.00	25
total				1,139

Shasta County Redding Main Library
Building Program

8.10 Technology Training Center

818 sq. ft.

The Library needs a dedicated space in which to offer public access computer equipment both for ongoing technology training and for public access to word processing and other software applications. This should be an enclosed space with 20 sit-down computer workstations, plus one workstation for the instructor (Library Plan of Service p. 18-19).

The room needs to be glass enclosed for visibility, since the Library will make the computers in this space accessible to individuals when training is not in progress. The seating at each workstation should be generous enough to allow two people to sit side by side facing the monitors. Generous whiteboard space should be located along the wall that the class and computers face.

The space needs four printers networked to all the training computers, a supply cabinet and an area in which the trainer's desk, computer, large-screen monitor and training manuals can be located.

Occupancy: 6 - 25

Sight lines to: 8.1 Information Desk

Technology: Public access computer workstations (sit-down), including CPU
vertically mounted beneath work surface, monitor, keyboard, mouse
Networked printers

Components:

	Qty		SF/unit	Total SF
computers, sit-down workstns	20	wkstns	35.00	700
networked printer	4	prtr	12.00	48
supply cabinet, 2-door	1		20.00	20
instructor's space				50
total				818

Shasta County Redding Main Library
Building Program

8.11 Second Floor Copier Area

115 sq. ft.

Two copy machines, with a work counter and storage cabinet, attendant equipment for making change and issuing debit cards, will be located here. Visibility into the space from the main path of travel is important, to deter inappropriate behavior and vandalism.

Adjacency to the Reference Collection is important.

Adjacencies: 8.2 Reference Collection

Technology: Photocopy machine
Change machine
Debit card dispenser

Sight lines to: 8.1 Information Desk

Components:

	Qty		SF/unit	Total SF
copy machine	2	machines	36.00	72
change machine	1	machines	7.00	7
debit card dispenser	1	machines	6.00	6
storage cabinet, 39", w work counter & small eqpt	1	cabinet	30.00	30
total				115

Shasta County Redding Main Library
Building Program

8.12	Group Study Room C	150 sq. ft.
8.13	Group Study Room D	150 sq. ft.

These rooms will function similarly to the Group Study Rooms on the first floor, offering spaces in which small groups, both students and the general public, can work collaboratively on projects. Each room must be acoustically separate and outfitted with a conference table or smaller tables that can be used together or separately. Each space needs to accommodate up to six people and will be wired and cabled to allow laptop computer use, as needed (Library Plan of Service p. 13).

The rooms should be placed along major paths of travel in the public space. Visibility from the Information Desk is desirable but not required. At least one wall of each room needs to be glass enclosed for visibility.

Occupancy: 2 - 6 each

Sight lines from: Main path of travel

Technology: Electrical and data ports for laptop computers at each table

Components of each room:

	Qty		SF/unit	Total SF
seating @ 2-pl tables	6	seats	25.00	150
total				150

	Qty		SF/unit	Total SF
seating @ 2-pl tables	6	seats	25.00	150
total				150

8.14 Public Restrooms – Second Floor

in GSF

These restrooms, one for men and one for women, will serve the second floor. Both restrooms need to have at least two stalls and operate as multi-user facilities. Both entrances should be within clear view of the Information Desk and main path of travel.

See also the *General Design Considerations: Restrooms* section.

Sight lines to: 8.1 Information Desk

Shasta County Redding Main Library
Building Program

9.1 Second Floor Staff Workroom

689 sq. ft.

This staff workroom will support the off-desk duties of the Information Services Staff as well as any other staff assigned to the Library's second floor.

The workroom requires close proximity, if not direct adjacency, to the Information Desk, as well as the second floor staff restroom.

Adjacencies: 9.2 Staff Restroom

Sight lines to: 8.1 Information Desk

Technology: PC workstations at each staff desk, including CPU, monitor, keyboard, printer and mouse
Telephone handsets at each staff desk
Telefacsimile machine

Components:

	Qty		SF/unit	Total SF
modular office workstations, 7' x 7' + 25% circ:	8	wkstns	61.25	490
sections full-ht shelving	4	sections	10.30	41
work counter, 8'x3', lat files below & cabinet above	1	files	40.00	40
bulletin board, white board	2	boards	n.a.	n.a.
work table w 4 chairs for volunteers/staff	1	table	30.00	30
supply cabinet, 2-door, for lockable storage	2	cabinet	20.00	40
book truck parking	6	trucks	8.00	48
total				689

Shasta County Redding Main Library
Building Program

9.2 Staff Restrooms – Second Floor

in GSF

Two single-occupancy staff restrooms are needed on the second floor for the use of Library staff stationed on that floor.

Adjacencies: 9.1 Second Floor Staff Workroom

Shasta County Redding Main Library
Building Program

9.3 Custodial Closet and Supplies – Second Floor

75 sq. ft.

A second custodial supply closet is needed to support building custodial service on the second floor. The public restrooms on the second floor also require a custodial closet with a mop sink, either elevated or at floor level.

Shasta County Redding Main Library
Building Program

Section VI

Preliminary Capital Outlay Budget

Construction and Site Work	\$ 13.5M - \$15M
Soft Costs @ 25% - 30%	\$ 5.0M - \$ 6M
Total Project Cost	\$ 18.5M - \$ 21M